

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221



ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Kris Schuller, Tony Theisen, Mark Tumpach

ADMINISTRATION COMMITTEE

Thursday, April 28, 2011

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of March 16 & March 24, 2011.

1. Review of minutes:
 - a. Brown County Housing Authority, March 21, 2011.

Department of Administration

2. Budget Status Report, December, 2010.
3. Budget Status Report, February, 2011.
4. Financial Statement Results – Unaudited, as of December 31, 2010.
5. 2011 Budget Adjustment Log.
6. 2011 Grant Application Approval Log.
7. Resolution re: 2010 Budget Overdraft and Shortfall Appropriations.
8. Budget Adjustment (11-46): Increase in expenses with offsetting increase in revenue.
9. Director's Report.

Communications

10. Communication from Supervisor Erickson re: To have staff draft a letter to notify all groups and organizations that receive funding from Brown County that said funding may be reduced or eliminated due to possible cuts from the state. These groups should be looking for alternative funding to meet their budgets for 2012.
11. Communication from Supervisor Vander Leest re: Request to create an ordinance requiring more than one bid on projects more than \$50,000.00.
12. Communication from Supervisor Dantine re: That the prime contractor does a certain percentage of the work that is bid to Brown County.

Child Support Agency

- 13. Budget Status Report, December, 2010.
- 14. Budget Status Report, March, 2011.

Facility & Park Management

- 15. Budget Adjustment Request (11-41): Increase in expenses with offsetting increase in revenue.
- 16. Budget Adjustment Request (11-43): Increase in expenses with offsetting increase in revenue.
- 17. Director's Report.

Human Resources

- 18. Budget Status Report, February 28, 2011.
- 19. Human Resources Activity Report, March, 2011.
- 20. Update on Chapter 4 Revision.
- 21. Director's Report.

Treasurer

- 22. Budget Status Report, December, 2010.
- 23. Budget Status Reports, January, February and March, 2011.
- 24. 2010 December Budget Financial Report.
- 25. 2011 January, February and March Budget Financial Report.
- 26. Treasurer's Financial Report for the Month of December, 2010.
- 27. Director's Report.

Information Services

- 28. Budget Status Report, December 31, 2010.
- 29. Budget Status Reports, January and February, 2011.
- 30. Director's Report.

Corporation Counsel – No agenda items.

County Clerk – No agenda items.

Other

- 31. Audit of bills.
- 32. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Administration Committee** was held on Wednesday, March 16, 2011 in Room 210 – City Hall, 100 N. Jefferson Street, Green Bay, Wisconsin.

Present: Tom Lund, Mark Tumpach, Jack Krueger, Tony Theisen, Kris Schuller
Also Present: Tom Hinz, Mary Scray, Bill Dowell, Doug Hartman

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 6:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve the agenda. Vote taken. MOTION CARRIED UNANIMOUSLY

1. Approval of Budget Adjustment Request (#11-23) for Block Grant funds and FOE funds for energy efficiency projects at the Courthouse Square Campus.

Bill Dowell thanked the committee for holding a special meeting. He stated that the first three agenda items are related to Block Grant Funds for renewable energy projects and energy efficiency projects. There are a number of energy efficiency projects planned for downtown buildings as a result of two energy audits. Approximately \$70,000.00 has been allocated from Block Grant funds for these projects.

These budget adjustments are for the purpose of putting money into the appropriate accounts to apply to those projects. Dowell indicated that there is a payback period of approximately four years for energy efficiency projects.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

2. Approval of Budget Adjustment Request (#11-24) for Block Grant funds and Capital Contributions funds for energy efficiency projects at ADRC.

Dowell stated that this was part of the energy efficiency projects and they wish to apply approximately \$16,000.00 of Block Grant funds to ADRC to do HVAC improvements. This is the result of energy audits in 2009 and 2010.

Motion made by Supervisor Schuller and seconded by Supervisor Krueger to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Approval of Budget Adjustment Request (#11-25) for Block Grant funds and FOE funds for the Photovoltaic Project at the Sheriff's Office.

This is for one of the renewable energy projects in which eight pedestals would generate electricity to be used by the Sheriff's Office.

Motion made by Supervisor Krueger and sectioned by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approval of Budget Adjustment Request (#10-163) Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund (UW – Extension).**

This is for funds that were not used from a prior grant and the money now needs to be returned to the State.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Approval of the low bid and award of the construction contract for the Photovoltaic Project at the Sheriff Office.**

Dowell informed the committee that this is one of the projects on the bid tabulation record he passed out (attached). He stated that all the photovoltaic projects were bid together and three of those bids would go to Ed and Rec for approval and then on to Administration for approval. The approval sought at this time is for Base Bid S (Sheriff Office). Zeise is the low bidder on the combined bids as well as the low bidder on four of the projects.

Supervisor Theisen asked what the payback on these projects would be and Dowell indicated that it was long-term. The total Brown County contributions for all the projects is four years.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve the Zeise Construction base bid of \$156,470.14. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Approval of the low bid and award of the construction contract for the Solar Hot Water Project at the Jail.**

There were two options for this project. In contract number 1 there was more framework to support the solar panels which would result in less penetrations in the roof. Contract number 2 is for a more traditional installation that requires more penetrations. Dowell opines that paying more money for fewer penetrations is a good investment and he recommends the bid of August Winter & Sons. The payback on this would also be four years.

Supervisor Theisen indicated that he does not like the idea of wasting federal money just because it is available. Dowell indicated that once the project is implemented, a savings of \$60,000.00 will be recognized annually. Dowell further stated that the life expectancy on the infrastructure would be approximately 25 years or more.

Supervisor Krueger stated his opinion that when you look at the big picture, this is not a waste of federal money as it would be beneficial to the environment by utilizing less energy. He also feels that the federal government would not allocate the money if it wouldn't result in a savings.

Motion made by Supervisor Schuller and seconded by Supervisor Krueger to approve the bid of August Winter & Sons, Inc., in the sum of \$143,100.00. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Such other matters as authorized by law.

Motion made by supervisor Krueger and seconded by Supervisor Tumpach to adjourn at 6:44 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

BID TABULATION RECORD

PROJECT NAME: PHOTOVOLTAIC INSTALLATIONS

SEALED BID: PROJECT #1413A FOR FACILITY AND PARK MANAGEMENT DEPT.

BUYER: DCD

DUE DATE & TIME : MARCH 11, 2011 AT 11:00 AM TO BC CLERK

OPENING DATE & TIME: MARCH 11, 2011 AT 11:00 AM

[illegible]

BID TABULATION RECORD

PROJECT NAME: SOLAR HOT WATER SYSTEMS

SEALED BID: PROJECT #1450A FOR FACILITY AND PARK MANAGEMENT DEPT.

PROJECT ISSUED AS ADDENDUM 1 TO PROJECT 1450

BUYER: DCD

DUE DATE & TIME : MARCH 14, 2011 AT 11:00 AM TO BC CLERK

OPENING DATE & TIME: MARCH 14, 2011 AT 11:00 AM

[illegible]

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, March 24, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller
Excused: Jack Krueger
Also Present: Carole Andrews, Bob Heimann, Ellen Sorensen, Jesse Brunette, Lynn Vanden Langenberg, Bill Dowell, other interested parties.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of February 24, 2011:

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Review of Minutes:

1a. Brown County Housing Authority, February 21, 2011

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications:

2. Communication from Supervisor Andrews re: Request that Human Resources review, expand and update the Brown County Code of Ordinances, Section 4.105 to include the prohibition of other forms of harassment too include physical and verbal forms.

Supervisor Andrews had reviewed the Brown County Freedom from Harassment Policy from 2003 which was put together by the Legislative Subcommittee. She felt that this policy should be expanded because the Board has occasionally experienced uncomfortable moments during meetings. She also pointed out that Board meetings are shown on local cable television and she felt that the Board should be mindful of this and conduct themselves accordingly. She shared with the Committee Milwaukee County's ordinance with regard to decorum of supervisors during meetings. She would like to see good, effective meetings where people are free to add their input and share opinions and not fear retribution. Supervisor Andrews stated that she had already spoken with Corp. Counsel John Luetscher with regard to this and he is willing to work with her.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to refer back to staff and have Supervisor Andrews come back with a proposed policy to review at the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Brunette re: For clarification and possible correction for the County's policy regarding health insurance benefits for former County employees.**

Supervisor Brunette informed the Committee that he had been contacted by a constituent who is a former County employee and was concerned that some of his benefits were going to be withheld. This constituent had spoken with the HR Director to look into this. The constituent was told that benefits that had been extended to him in the past were extended in error and this practice would not be continued. Supervisor Brunette indicated that he was looking for some clarification and possible correction of this policy so that the County is in unison with regard to this.

Lynn Vanden Langenberg (HR Department) stated that there had been some inconsistencies found with regard to how insurance had been administered in the past and HR is having an audit done with regard to eligibility of enrollees. HR Director Debbie Klarkowski will provide an update on this at the next committee meeting.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to suspend the rules for public input. Vote taken. MOTION CARRIED UNANIMOUSLY

-Steve Henry, 1250 Rockdale Street, Green Bay, Wisconsin

Mr. Harvey stated that he retired from the Brown County Sheriff's Department in 1999. At that time he was told by the insurance department that when he turned 65 his wife would be able to stay on the County's insurance under a single plan as long as they paid 100 percent of the premiums. He does not have any documentation in this regard. When Henry went to the insurance department in February, 2011 to find out what paperwork was necessary, he was told that they did not think it was the policy to allow his wife to stay on the County's insurance. After exchanging phone calls with HR for a month, Henry was ultimately advised by HR and the County Executive that it was no longer the policy to allow spouses to remain on retired employees' insurance. When Henry asked when the policy had changed and why he hadn't been notified, the only answer he received was "I don't know". He is aware that people have been able to do this in the past and that there are people who are currently doing this, yet he is being told no.

Supervisor Brunette specified that he wanted an official investigation so policies can be updated and/or clarified.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to return to regular business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to refer to next meeting to allow Human Resources Director and Corporation Counsel to review this matter and come back with a report. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Lund re: To look at developing work policies to put in place after the current union contracts have expired.**

Chair Lund said that he had been contacted by a number of union members with regard to this and he believed it would behoove the Board to put together some work policies and procedures in lieu of what the union contracts currently provide. He felt these policies are necessary to spell out rights and responsibilities of employees and to help facilitate a smooth and orderly transition when the union contracts expire. He has conferred with Attorney Mohr and is also working with Debbie Klarkowski in this regard. He would like this referred to next month's meeting as well as referred to the HR staff.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to suspend the rules for public input. Vote taken. MOTION CARRIED UNANIMOUSLY

-Cheryl Jahnke, 5276 Oak Orchard Road, Abrams, Wisconsin

Ms. Jahnke informed the Committee that she is the President of Local 1901 at the CTP Center. She asked that if a committee is formed to establish employee work policies, that employees be included on the committee in order to give input. She expressed that she would be willing to work on a committee in this regard.

-Tara Nelson, Employee of the Brown County Sheriff's Department

Ms. Nelson has been employed by the Sheriff's Department as a correctional officer for 21 years. She revealed that there is a lot of concern within the Department with regard to such things as seniority and tenure. Employees are afraid that things they have worked for years to achieve will be stripped from them. She asked the Committee to go into this procedure with open minds and to take everything into consideration and look at the whole picture.

Chair Lund indicated these are exactly the types of things that he intends to look at. He wants the transition to be as orderly as possible so that good workers are not lost.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Theisen arrived at 6:12 p.m.

Lynn Vanden Langenberg indicated that County Code Chapter 4 is what governs the rules of County employees. With the union contracts being eliminated, all employees will fall under Chapter 4 which will be an overall policy, but there are certain things that would be specific to departments. What they intend to do is start working with department heads to establish work rules and policies per department. Chair Lund indicated that he would like to see the processes codified, especially concerning how employees will be treated. Lund felt that a committee should be formed consisting of employees, department heads and supervisors to work on these issues and bring forward to the Administration Committee for the final product.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to refer to HR staff and come back at the next meeting to get the process started. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services:

5. Budget Status Financial Report for January, 2011.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Director's Report.

IS Director Bob Heimann recapped his report. With regard to the Unified Communication System, the District Attorney's office has now been converted over. Wiring will be taking place in the courthouse soon and then the courthouse will be cut over in April. The Courthouse IP based security system has also been ordered and is waiting on the courthouse wiring. He further reported that the Law Records Management System (LRMS) and the Electronic Medical Records System have been installed.

He concluded his report by stating that the spam the County receives is at its lowest point with 1.7 million spam in February. He also indicated that incoming clean e mails and outgoing e mails increased in January and February and he attributes this to County employees being busy.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources:

7. Human Resources Activity Report for February, 2011.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Director's Report.

Lynn Vanden Langenberg informed the Committee that in addition to the work currently being done on Chapter 4 of the County Ordinances, HR is also working on policies and procedures for their new payroll system.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration:

9. 2011 Budget Adjustment Log.

Director of Administration Ellen Sorensen indicated that this budget adjustment is for the dishwasher belt which was purchased for the dishwasher at the Jail.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Grant Application Approval Log.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Request for Asset Maintenance Funds (11-01): Major Fixed Mechanical System.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Budget Adjustment Request (11-20): Interdepartmental reallocation.

Sorensen indicated that this is for a photocopier that was budgeted, however, not budgeted to an individual department.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Information Services Unallocated Depreciation.

Sorensen stated that her recommendation after meeting with IS Director Bob Heimann and Finance Director Carolyn Maricque with regard to this matter is to include this issue in budget discussions. She said that Heimann has a good spread sheet of IS equipment and they would have to inventory what was purchased with bonds and what was purchased with chargebacks to departments and then make a recommendation based upon that.

Heimann indicated that he does not believe that taxpayers are being charged twice for the same equipment as indicated in Sorensen's report. It is his opinion that a bond would purchase one set of equipment and the dollars that are collected for depreciation would then be used to purchase the next batch of equipment. Sorensen indicated that she and Heimann disagree on that point.

Chair Lund stated that what he and other supervisors would like to see in the future is more funds being put into asset maintenance rather than bonding some projects so that outstanding debt does not become overwhelming.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Award of Financial Reporting Achievement.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Director's Report.**

Sorensen shared the preliminary financial statement results with the Committee but pointed out that this statement is not in its final form as they are still waiting for numbers from Human Services.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Facility & Park Management

16. **Approval of Mail Service RFP.**

Bill Dowell indicated that the County mail contract is currently with United Mailing Service and has been for a number of years. The last contract was for a period of three years and expired in December, but had been extended on a month to month basis. Dowell indicated that qualifications of bidders will be verified to ensure that bidders have a good history, have the capacity to handle the mail and have a quality assurance program. Dowell did indicate that a correction should be made in the RFP with regard to the "Scope of Services" section concerning when mail will be picked up from the mail room. The correct time that mail will be picked up is between 3:00 – 4:00 p.m.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to approve the RFP with the correction of the mail pick up time being between the hours of 3:00 and 4:00 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Budget Status Financial Report of December, 2010.**

Dowell indicated that his department was significantly under budget due in part to a couple of positions that were eliminated during the year and also because the laundry service was transferred back to the Jail early in the year.

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Director's Report**

Dowell indicated that the S & L project is proceeding on schedule and there is a lot of activity going on there. Lund asked if the Board could have a tour soon and Dowell indicated he would set that up within the next few weeks.

Dowell also indicated that there is an upcoming project at the Resch Center for the concourse floor which has cracks and is peeling. The floor currently has a urethane coating which will be replaced with epoxy. This is about a \$200,000 project, the funds for which will come from the Resch Maintenance Fund. An engineering firm has been selected and it is anticipated that work will begin in June or July.

Dowell concluded his report by informing the Committee that there was an appeal on one of the energy projects that was previously approved. A special meeting will be held on March 28, 2011 with regard to this appeal. Dowell explained that the

first bids came in quite a bit over the budgeted amount, so the scope of the project was reduced and then rebid and the bid was awarded to the low bidder from the first set of bids.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items

Child Support – No agenda items

County Clerk – No agenda items

Treasurer – No agenda items

Other

19. Audit of bills

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Such other matters as authorized by law

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 6:50 p.m.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.041.039.4950	Facilities-MHC Insurance Recoveries	62,637.28
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.041.039.5307.300	Fac-MHC Repairs and Maint. Bldgs	62,637.28
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Narrative Justification:

The budget adjustment is to record the insurance recovery and expenditures incurred for the water and fire damage at the MHC building that occurred in December 2010.

AUTHORIZATIONS

W S Dowell
 Signature of Department Head
 Department: FPM
 Date: 03/31/11

Tom Wynn
 Signature of Executive
 Date: 4/6/11

11-41
 4/6/11

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9001	Capital Contribution	\$1,520
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.6110.100	Outlay Other (\$5,000+)	\$1,520
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.406.4301.100	Fed Grant Revenue-Stimulus	\$11,214
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.406.4904.100	Grants-Focus on Energy	\$7,588
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.406.6182.100	Construction General	\$3,626
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.013.4301.100	Fed Grant Revenue-Stimulus	\$12,982
<input type="checkbox"/>	<input checked="" type="checkbox"/>	105.050.023.013.6110.100	Outlay Other (\$5,000+)	\$12,982
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.4301.100	Fed Grant Revenue-Stimulus	\$24,823
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.4904.100	Grants-Focus on Energy	\$7,046
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.001.6110.100	Outlay Other (\$5,000+)	\$31,869
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.001.4301.100	Fed Grant Revenue-Stimulus	\$629
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.4904.100	Grants-Focus on Energy	\$2,520
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5307.300	Repairs & Maint-Building	\$1,891

Narrative Justification:

This budget adjustment is to align the Energy Efficiency Project costs with the bids received.

W E Dawell

AUTHORIZATIONS

[Signature]
Signature of Department Head

[Signature]
Signature of Executive

Department: *Libraries*
Date: *4-5-11*

Date: *4/6/11*

or 4/6/11

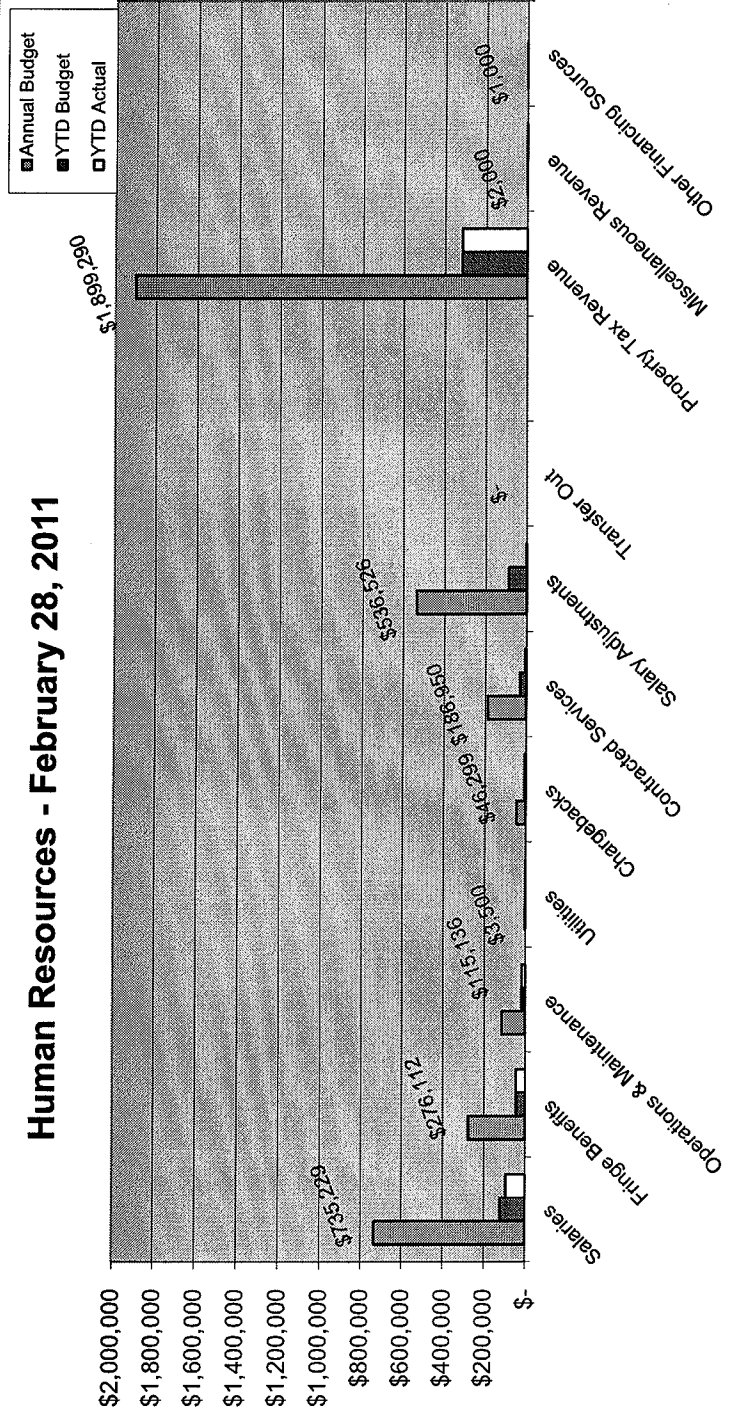
Brown County
Human Resources
Budget Status Report
2/28/2011

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 735,229	\$ 122,538	\$ 94,087
Fringe Benefits	\$ 276,112	\$ 46,019	\$ 45,700
Operations & Maintenance	\$ 115,136	\$ 19,189	\$ 16,760
Utilities	\$ 3,500	\$ 583	\$ 65
Chargebacks	\$ 46,299	\$ 7,717	\$ 6,277
Contracted Services	\$ 186,950	\$ 31,158	\$ 5,954
Salary Adjustments	\$ 536,526	\$ 89,421	\$ 3,166
Transfer Out	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 1,899,290	\$ 316,548	\$ 316,548
Miscellaneous Revenue	\$ 2,000	\$ 333	\$ 330
Other Financing Sources	\$ 1,000	\$ 167	\$ -

HIGHLIGHTS:

All categories are under budgeted dollar amounts.

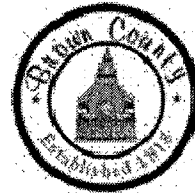
Human Resources - February 28, 2011



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: April 14, 2011
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR MARCH 2011

Hires:

Full-Time:

Economic Support Specialist I 1
Social Worker/Case Manager 1

Part-Time:

Scale Operator 1
Staff RN 1

Limited Term/Seasonal/On-Call:

CNA – on call 5
Concessionaire I 2
Zoo Maintenance Asst.-LTE 1
Shelter Care Worker – on call 2

TOTAL HIRES: 14

Separations:

Full-Time:

Corporal 1
Correctional Officer 1
Highway Laborer 2
LPN 1
Terminal Operator I 1

Part-Time:

CNA 1
LPN 1

Limited Term/Seasonal/On-Call:

Nurse Manager – on call 1

TOTAL SEPARATIONS: 9

Current Employees:

Regular Employees: 1435 (1345.81 FTE's)

Extra Help: 192 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1627

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

TO: Administration Committee

FROM: Debbie Klarkowski
Human Resources

RE: 1st Quarter 2011 Report

DATE: 4/18/2011

Following is a brief description of activities for the 1st Quarter of 2011.

Leadership Training (Management)

The participants in the Engaging Leadership Series have completed three webinars and 5 days of training. The participants each have a team assignment to complete, referred to as a Capstone Project. The Capstone Project is an opportunity to apply what was learned to complete the projects.

There are five Capstone Project Teams working on the following topics:

- Succession Planning & Multi-Generational Workforce
- Employee Performance Evaluations
- Social Media Communications
- Family Care Impact
- Improve Communication between Administration & County Board

Each team will report on their project results at an open session to be held at the Brown County Library Auditorium on June 21, 2011 at 1:00 p.m. You are welcome and encouraged to attend this session.

Training

A list of training requirements was developed and a format for management to rate (to be used as a benchmark) the current capabilities of leadership staff within the Human Services Department. As a result of the defined need, we "tested" a training titled Bootcamp – HR Compliance for Supervisors. Management staff from CTC viewed the training. There are 5 one-hour modules. Due to the request of CTC to have short, frequent trainings, the training will likely be broken down into five separate sessions. In addition to viewing the CD, an interactive application of the concepts will be conducted to practice the skills.

LEAN

The projects in the planning stages are Corporation Counsel Prioritization Review and District Attorney Paper Flow. The project teams were not able to schedule as previously reported. The 6S for the Sheriff's Department will not be coordinated by the LEAN facilitators.

The facilitators are testing a new process of holding one-day events for less complex processes. The pilot for this new process will be in the Veterans Office, with the focus on Death Benefits. This event is scheduled for Wednesday, April 27. There are already requests for one-day sessions. After this pilot one-day event, we will evaluate and then schedule additional events in this short format.

Table of Organization Study Group

The staff met to discuss a process and evaluated the various ideas for the first project. We met with the County Executive to discuss our thoughts and get input, as well as the two County Board Supervisors participating in this project. We have identified the Highway and Facilities Departments as our first project. This selection was based on the following:

1. Common positions, functions, and equipment.
2. Job costing and billing/invoicing systems similarities. Recently there have been questions posed on the process and source of data.
3. Departments have chargebacks to other County departments or municipalities. Creating efficiencies will not directly impact service levels but will impact tax levy, whether that be at the County or municipal level.
4. Office staff functions may overlap and coordination may be of benefit to both departments.
5. Both departments manage the highest dollar values of physical assets owned by Brown County.
6. The justification of staff and recent turnover has generated questions as to appropriate n
7. Benefits of sharing resources and prioritizing workloads may benefit both departments.
8. Parks personnel have already been identified as "backup" for Highway laborers.

This project was discussed with both department heads and the County Executive.

Human Resources

The HR Staff is prioritizing and assigning resources to the projects defined in the 2011 planning process. The implementation of the HR/Payroll and Kronos systems are being coordinated with the pending labor rules changing, process definitions, and standardizing the work of the HR Department.

Benefits

Staff continue to work with Reliance Standard on implementation of outsourcing the County's Short Term Disability and FMLA program administration. The transition is scheduled for June 2011. As of May 1st, all employees will be transitioned to either the PPO Base Plan or High Deductible Plan as a result of all contracts settling through December 31, 2011. In the next few weeks, a communication will be sent to employees from the firm the County is working with to begin the dependent eligibility audit of the health plan. The department is also working on the rewrite of County Code Chapter 4 - Personnel Rules and Regulations in preparation of the changes at the state level.

Brown County
County Treasurer
Budget Status Report

12/31/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 269,039	\$ 269,039	\$ 253,350
Fringe Benefits	\$ 100,301	\$ 100,301	\$ 115,521
Operations & Maintenance	\$ 94,966	\$ 94,966	\$ 85,186
Utilities	\$ 2,500	\$ 2,500	\$ 702
Chargebacks	\$ 30,427	\$ 30,427	\$ 28,337
Contracted Expenses	\$ 36,000	\$ 36,000	\$ 33,026
Other	\$ 159,650	\$ 159,650	\$ 149,715
Total Expenses	\$ 692,883	\$ 692,883	\$ 665,837
Property Tax Revenue	\$ 1,750,200	\$ 1,750,200	\$ 2,828,921
Interest on Investments	\$ 1,465,500	\$ 1,465,500	\$ 1,148,688
Miscellaneous Revenue	\$ 63,888	\$ 63,888	\$ 74,034
Total Revenues	\$ 3,279,588	\$ 3,279,588	\$ 4,051,643
Net Levy Distribution	\$ 2,586,705	\$ 2,586,705	\$ 3,385,806

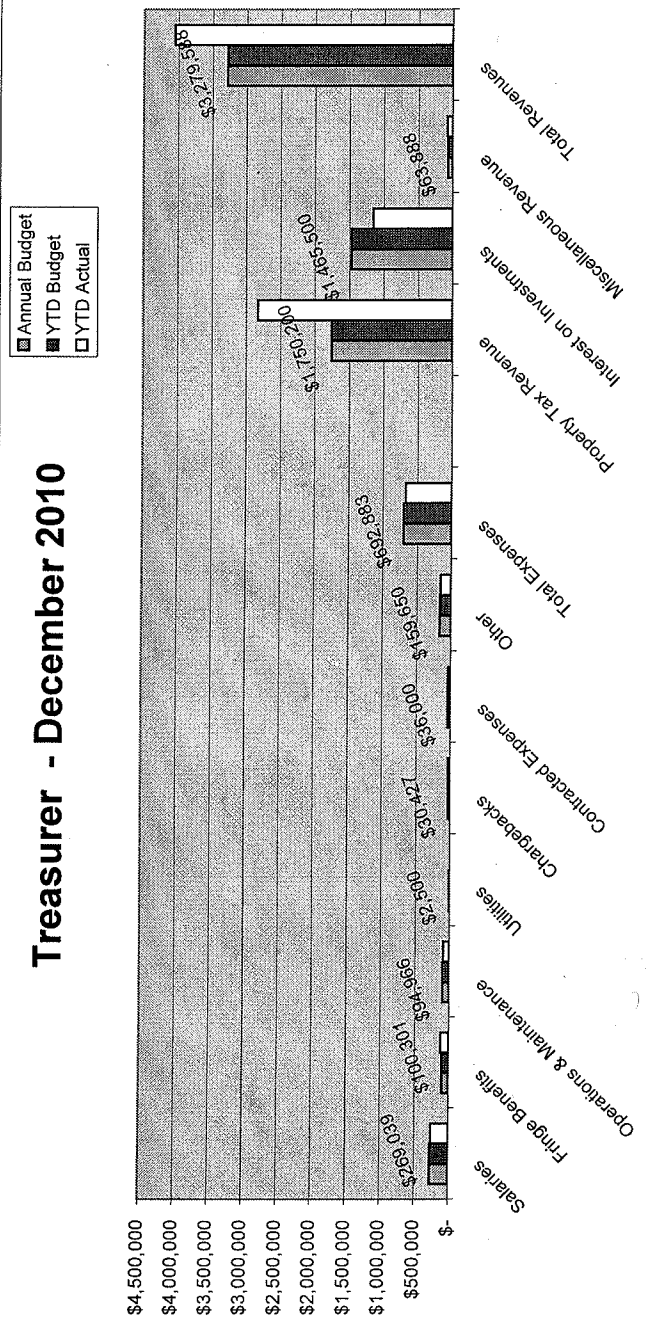
PLEASE NOTE:

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. We had forecasted that interest rates would have increased by this time. Interest and penalty on taxes exceeded our projections.

We exceeded revenue projections by **\$799,101**

\$ 799,101 POSITIVE BUDGET VARIANCE

Treasurer - December 2010



	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 273,516	\$ 22,793	\$ 19,099
Fringe Benefits	\$ 124,183	\$ 10,349	\$ 7,649
Operations & Maintenance	\$ 93,755	\$ 7,813	\$ 11,653
Utilities	\$ 500	\$ 42	\$ -
Chargebacks	\$ 31,428	\$ 2,619	\$ 2,107
Contracted Expenses	\$ 38,400	\$ 3,200	\$ 2,981
Other	\$ 160,800	\$ 13,400	\$ -
Total Expenses	\$ 722,582	\$ 60,215	\$ 43,489
Property Tax Revenue	\$ 2,450,000	\$ 204,167	\$ 290,985
Interest on Investments	\$ 1,008,000	\$ 84,000	\$ 127,710
Miscellaneous Revenue	\$ 62,000	\$ 5,167	\$ 20,022
Total Revenues	\$ 3,520,000	\$ 293,333	\$ 438,717

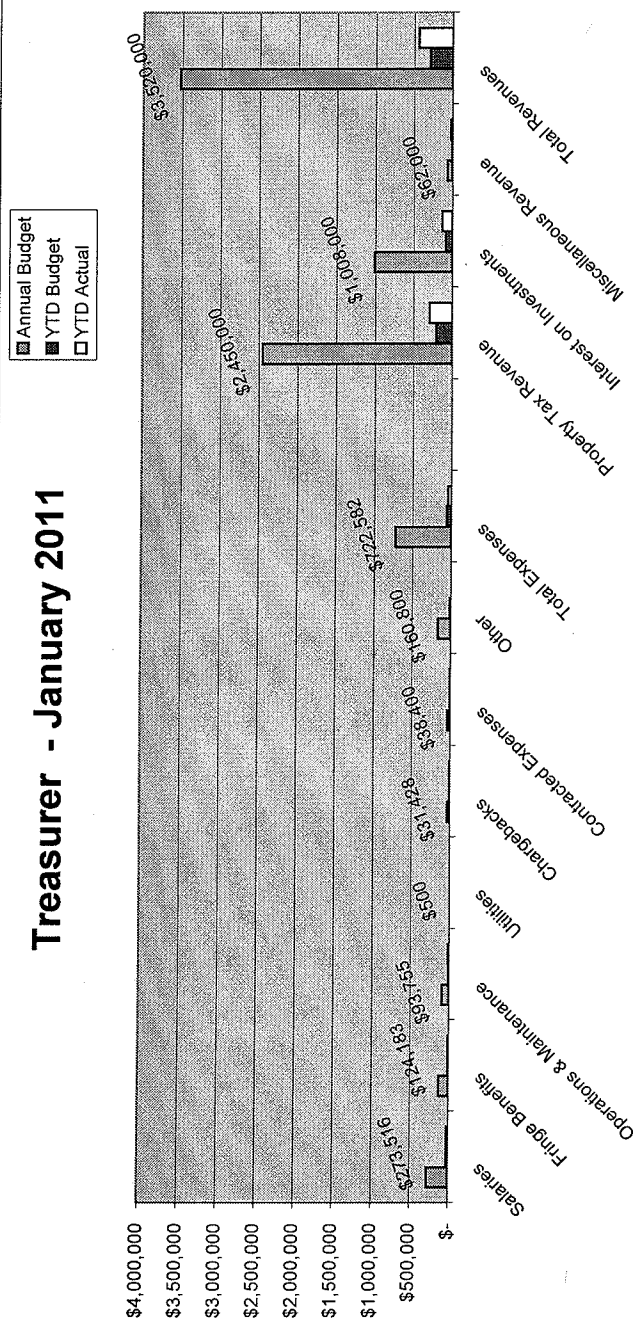
Net Levy Distribution \$ 2,797,418 \$ 233,118 \$ 395,228

PLEASE NOTE:

Our expenditures are on target.
Interest income revenues and interest and penalty on taxes exceed budget projections.
We have exceed net revenue projections by **\$162,110.**

\$ 162,110 POSITIVE BUDGET VARIANCE

Treasurer - January 2011



2/28/2011

	Annual	YTD	YTD
	Budget	Budget	Actual
Salaries	\$ 273,516	\$ 45,586	\$ 39,005
Fringe Benefits	\$ 124,183	\$ 20,697	\$ 17,167
Operations & Maintenance	\$ 93,755	\$ 15,626	\$ 19,299
Utilities	\$ 500	\$ 83	\$ 38
Chargebacks	\$ 31,428	\$ 5,238	\$ 4,269
Contracted Expenses	\$ 38,400	\$ 6,400	\$ 5,761
Other	\$ 160,800	\$ 26,800	\$ 164
Total Expenses	\$ 722,582	\$ 120,430	\$ 85,703
Property Tax Revenue	\$ 2,450,000	\$ 408,333	\$ 686,202
Interest on Investments	\$ 1,008,000	\$ 168,000	\$ 199,751
Miscellaneous Revenue	\$ 62,000	\$ 10,333	\$ 37,829
Total Revenues	\$ 3,520,000	\$ 586,667	\$ 923,782
Net Levy Distribution	\$ 2,797,418	\$ 466,236	\$ 838,079

PLEASE NOTE:

Our expenditures are running below budget.

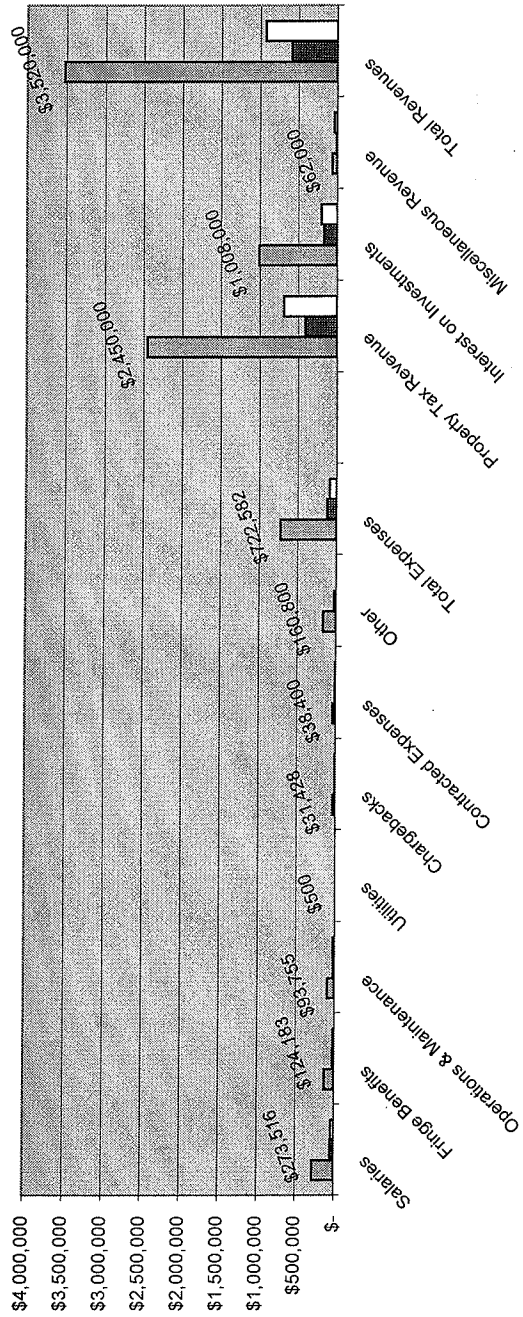
Interest income revenues and interest and penalty on taxes exceed budget projections.

We have exceed net revenue projections by **\$371,843.**

\$ 371,843 POSITIVE BUDGET VARIANCE

Treasurer - February 2011

■ Annual Budget
■ YTD Budget
□ YTD Actual



3/31/2011

	Annual Budget	YTD Budget	YET Actual
Salaries	\$ 273,516	\$ 68,379	\$ 57,458
Fringe Benefits	\$ 124,183	\$ 31,046	\$ 26,553
Operations & Maintenance	\$ 93,755	\$ 23,439	\$ 33,351
Utilities	\$ 500	\$ 125	\$ 76
Chargebacks	\$ 31,428	\$ 7,857	\$ 6,598
Contracted Expenses	\$ 38,400	\$ 9,600	\$ 11,900
Other	\$ 160,800	\$ 40,200	\$ 2,590
Total Expenses	\$ 722,582	\$ 180,646	\$ 138,526
Property Tax Revenue	\$ 2,450,000	\$ 612,500	\$ 926,178
Interest on Investments	\$ 1,008,000	\$ 252,000	\$ 221,527
Miscellaneous Revenue	\$ 62,000	\$ 15,500	\$ 40,213
Total Revenues	\$ 3,520,000	\$ 880,000	\$ 1,187,918

Net Levy Distribution \$ 2,797,418 \$ 699,355 \$ 1,049,392

PLEASE NOTE:

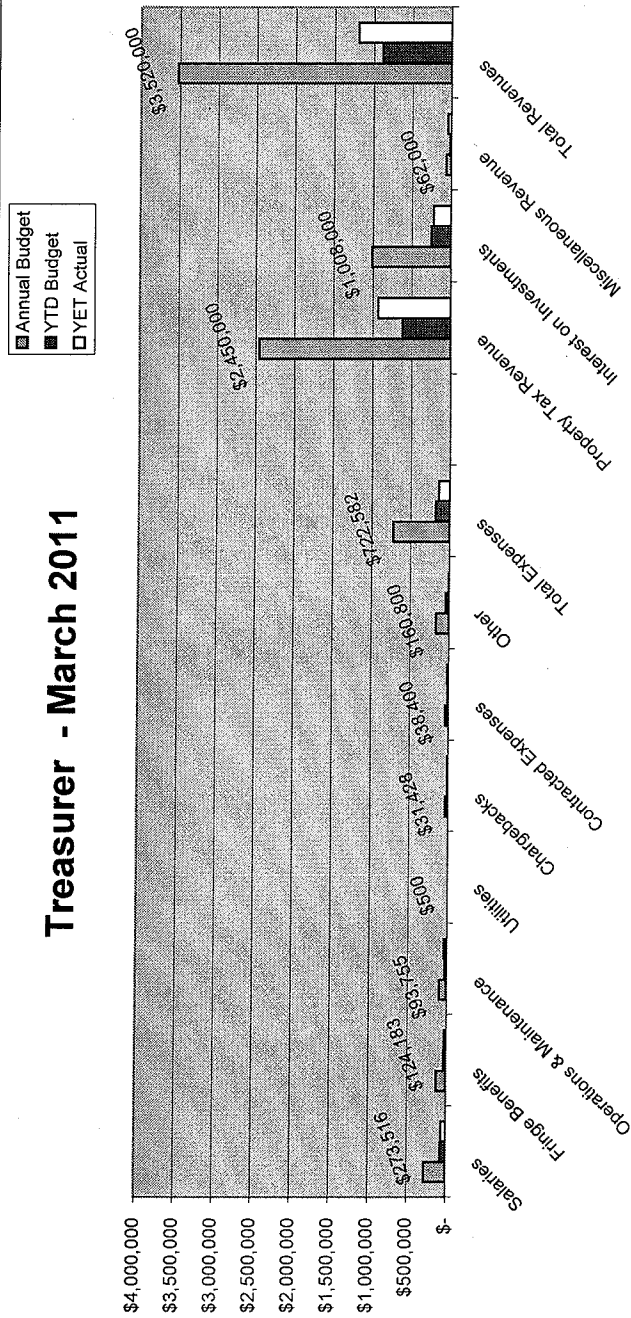
Our expenditures are running below budget.

Interest and penalty on delinquent taxes exceed budget projections.

We have exceed net revenue projections by **\$350,038.**

\$ 350,038 POSITIVE BUDGET VARIANCE

Treasurer - March 2011



2010 DECEMBER BUDGET FINANCIAL REPORT

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,586,705.00)	\$0.00	(\$2,586,705.00)	(\$215,558.75)	\$0.00	(\$2,586,705.00)	\$0.00	100%	(\$3,413,393.00)
OTX - Other taxes	\$1,675,000.00	\$75,200.00	\$1,750,200.00	\$543,786.11	\$0.00	\$2,828,921.28	(\$1,078,721.28)	162%	\$2,044,670.26
ICS - Intergovernmental charges for services	\$0.00	\$0.00	\$0.00	\$11,785.51	\$0.00	\$42,440.04	(\$42,440.04)	+++	\$44,923.96
MRV - Miscellaneous revenue	\$61,300.00	\$0.00	\$61,300.00	\$4,896.95	\$0.00	\$29,005.90	\$32,294.10	47%	\$2,098.32
IIE - Interest & investment earnings	\$1,465,500.00	\$0.00	\$1,465,500.00	\$100,707.03	\$0.00	\$1,148,688.25	\$316,811.75	78%	\$1,417,675.65
TRI - Transfer in	\$0.00	\$2,588.00	\$2,588.00	\$2,588.00	\$0.00	\$2,588.00	\$0.00	100%	\$1,677.00
Revenue Totals	\$615,095.00	\$77,788.00	\$692,883.00	\$448,204.85	\$0.00	\$1,464,938.47	(\$772,055.47)	211%	\$97,652.19
Expense									
PER - Personnel services	\$267,082.00	\$1,957.00	\$269,039.00	\$32,910.61	\$0.00	\$253,350.49	\$15,688.51	94%	\$229,558.27
FBT - Fringe benefits and taxes	\$99,670.00	\$631.00	\$100,301.00	\$12,640.94	\$0.00	\$115,520.75	(\$15,219.75)	115%	\$85,661.52
OPM - Operations and maintenance	\$79,966.00	\$15,000.00	\$94,966.00	\$9,722.90	\$0.00	\$85,186.10	\$9,779.90	90%	\$91,312.06
UTL - Utilities	\$2,500.00	\$0.00	\$2,500.00	\$157.87	\$0.00	\$702.03	\$1,797.97	28%	\$2,448.20
CHG - Chargebacks	\$30,427.00	\$0.00	\$30,427.00	\$2,501.02	\$0.00	\$28,336.78	\$2,090.22	93%	\$32,109.44
CON - Contracted services	\$36,000.00	\$0.00	\$36,000.00	\$3,519.73	\$0.00	\$33,026.53	\$2,973.47	92%	\$29,114.12
OTH - Other	\$99,450.00	\$60,200.00	\$159,650.00	\$13,413.71	\$0.00	\$149,714.94	\$9,935.06	94%	\$85,765.17
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$615,095.00	\$77,788.00	\$692,883.00	\$448,204.85	\$0.00	\$1,464,938.47	(\$772,055.47)	211%	\$97,652.19
Expenditure Totals:	\$615,095.00	\$77,788.00	\$692,883.00	\$74,866.78	\$0.00	\$665,837.62	\$27,045.38	96%	\$555,968.78
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$373,338.07	\$0.00	\$799,100.85	(\$799,100.85)		(\$458,316.59)

2011 JANUARY BUDGET FINANCIAL REPORT

Summary - through 1/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,797,418.00)	\$0.00	(\$2,797,418.00)	(\$233,118.17)	\$0.00	(\$233,118.17)	(\$2,564,299.83)	8%	(\$2,586,705.00)
OTX - Other taxes	\$2,450,000.00	\$0.00	\$2,450,000.00	\$290,985.22	\$0.00	\$290,985.22	\$2,159,014.78	12%	\$2,828,921.28
ICS - Intergovernmental charges for services	\$40,000.00	\$0.00	\$40,000.00	\$18,932.00	\$0.00	\$18,932.00	\$21,068.00	47%	\$42,440.04
MRV - Miscellaneous revenue	\$22,000.00	\$0.00	\$22,000.00	\$1,090.00	\$0.00	\$1,090.00	\$20,910.00	5%	\$29,005.90
IIE - Interest & investment earnings	\$1,008,000.00	\$0.00	\$1,008,000.00	\$127,710.19	\$0.00	\$127,710.19	\$880,289.81	13%	\$1,148,688.25
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,588.00
Revenue Totals	\$722,582.00	\$0.00	\$722,582.00	\$205,599.24	\$0.00	\$205,599.24	\$516,982.76	28%	\$1,464,938.47
Expense									
PER - Personnel services	\$273,516.00	\$0.00	\$273,516.00	\$19,099.51	\$0.00	\$19,099.51	\$254,416.49	7%	\$253,350.49
FBT - Fringe benefits and taxes	\$124,183.00	\$0.00	\$124,183.00	\$7,649.04	\$0.00	\$7,649.04	\$116,533.96	6%	\$115,520.75
OPM - Operations and maintenance	\$93,755.00	\$0.00	\$93,755.00	\$11,653.45	\$0.00	\$11,653.45	\$82,101.55	12%	\$85,186.10
UTL - Utilities	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$702.03
CHG - Chargebacks	\$31,428.00	\$0.00	\$31,428.00	\$2,106.86	\$0.00	\$2,106.86	\$29,321.14	7%	\$28,336.78
CON - Contracted services	\$38,400.00	\$0.00	\$38,400.00	\$2,980.59	\$0.00	\$2,980.59	\$35,419.41	8%	\$33,026.53
OTH - Other	\$160,800.00	\$0.00	\$160,800.00	\$0.00	\$0.00	\$0.00	\$160,800.00	0%	\$149,714.94
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$722,582.00	\$0.00	\$722,582.00	\$205,599.24	\$0.00	\$205,599.24	\$516,982.76	28%	\$1,464,938.47
Expenditure Totals:	\$722,582.00	\$0.00	\$722,582.00	\$43,489.45	\$0.00	\$43,489.45	\$679,092.55	6%	\$665,837.62
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$162,109.79	\$0.00	\$162,109.79	(\$162,109.79)		\$799,100.85

2011 FEBRUARY BUDGET FINANCIAL REPORT

Summary - through 2/28/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,797,418.00)	\$0.00	(\$2,797,418.00)	(\$233,118.17)	\$0.00	(\$466,236.34)	(\$2,331,181.66)	17%	(\$2,586,705.00)
OTX - Other taxes	\$2,450,000.00	\$0.00	\$2,450,000.00	\$395,217.10	\$0.00	\$686,202.32	\$1,763,797.68	28%	\$2,828,921.28
ICS - Intergovernmental charges for services	\$40,000.00	\$0.00	\$40,000.00	\$17,272.00	\$0.00	\$36,204.00	\$3,796.00	91%	\$42,440.04
MRV - Miscellaneous revenue	\$22,000.00	\$0.00	\$22,000.00	\$535.00	\$0.00	\$1,625.00	\$20,375.00	7%	\$29,005.90
IIE - Interest & investment earnings	\$1,008,000.00	\$0.00	\$1,008,000.00	\$72,041.27	\$0.00	\$199,751.46	\$808,248.54	20%	\$1,148,688.25
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,588.00
Revenue Totals	\$722,582.00	\$0.00	\$722,582.00	\$251,947.20	\$0.00	\$457,546.44	\$265,035.56	63%	\$1,464,938.47
Expense									
PER - Personnel services	\$273,516.00	\$0.00	\$273,516.00	\$19,905.49	\$0.00	\$39,005.00	\$234,511.00	14%	\$253,350.49
FBT - Fringe benefits and taxes	\$124,183.00	\$0.00	\$124,183.00	\$9,518.28	\$0.00	\$17,167.32	\$107,015.68	14%	\$115,520.75
OPM - Operations and maintenance	\$93,755.00	\$0.00	\$93,755.00	\$7,645.44	\$0.00	\$19,298.89	\$74,456.11	21%	\$85,186.10
UTL - Utilities	\$500.00	\$0.00	\$500.00	\$37.90	\$0.00	\$37.90	\$462.10	8%	\$702.03
CHG - Chargebacks	\$31,428.00	\$0.00	\$31,428.00	\$2,162.47	\$0.00	\$4,269.33	\$27,158.67	14%	\$28,336.78
CON - Contracted services	\$38,400.00	\$0.00	\$38,400.00	\$2,780.30	\$0.00	\$5,760.89	\$32,639.11	15%	\$33,026.53
OTH - Other	\$160,800.00	\$0.00	\$160,800.00	\$163.64	\$0.00	\$163.64	\$160,636.36	0%	\$149,714.94
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$722,582.00	\$0.00	\$722,582.00	\$251,947.20	\$0.00	\$457,546.44	\$265,035.56	63%	\$1,464,938.47
Expenditure Totals:	\$722,582.00	\$0.00	\$722,582.00	\$42,213.52	\$0.00	\$85,702.97	\$636,879.03	12%	\$665,837.62
Fund Totals: GF	\$0.00	\$0.00	\$0.00	\$209,733.68	\$0.00	\$371,843.47	(\$371,843.47)		\$799,100.85

2011 MARCH BUDGET FINANCIAL REPORT

Summary - through 3/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund: 100 GF									
Revenue									
PTX - Property taxes	(\$2,797,418.00)	\$0.00	(\$2,797,418.00)	(\$233,118.17)	\$0.00	(\$699,354.51)	(\$2,098,063.49)	25%	(\$2,586,705.00)
OTX - Other taxes	\$2,450,000.00	\$0.00	\$2,450,000.00	\$239,975.50	\$0.00	\$926,177.82	\$1,523,822.18	38%	\$2,828,921.28
ICS - Intergovernmental charges for services	\$40,000.00	\$0.00	\$40,000.00	\$1,033.29	\$0.00	\$37,237.29	\$2,762.71	93%	\$42,440.04
MRV - Miscellaneous revenue	\$22,000.00	\$0.00	\$22,000.00	\$1,350.98	\$0.00	\$2,975.98	\$19,024.02	14%	\$29,005.90
IIIE - Interest & investment earnings	\$1,008,000.00	\$0.00	\$1,008,000.00	\$21,775.47	\$0.00	\$221,526.93	\$786,473.07	22%	\$1,148,688.25
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,588.00
Revenue Totals	\$722,582.00	\$0.00	\$722,582.00	\$31,017.07	\$0.00	\$488,563.51	\$234,018.49	68%	\$1,464,938.47
Expense									
PER - Personnel services	\$273,516.00	\$0.00	\$273,516.00	\$18,452.88	\$0.00	\$57,457.88	\$216,058.12	21%	\$253,350.49
FBT - Fringe benefits and taxes	\$124,183.00	\$0.00	\$124,183.00	\$9,385.81	\$0.00	\$26,553.13	\$97,629.87	21%	\$115,520.75
OPM - Operations and maintenance	\$93,755.00	\$0.00	\$93,755.00	\$14,051.80	\$200.00	\$33,350.69	\$60,204.31	36%	\$85,186.10
UTL - Utilities	\$500.00	\$0.00	\$500.00	\$37.90	\$0.00	\$75.80	\$424.20	15%	\$702.03
CHG - Chargebacks	\$31,428.00	\$0.00	\$31,428.00	\$2,328.55	\$0.00	\$6,597.88	\$24,830.12	21%	\$28,336.78
CON - Contracted services	\$38,400.00	\$0.00	\$38,400.00	\$6,139.25	\$0.00	\$11,900.14	\$26,499.86	31%	\$33,026.53
OTH - Other	\$160,800.00	\$0.00	\$160,800.00	\$2,426.06	\$0.00	\$2,589.70	\$158,210.30	2%	\$149,714.94
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$722,582.00	\$0.00	\$722,582.00	\$31,017.07	\$0.00	\$488,563.51	\$234,018.49	68%	\$1,464,938.47
Expenditure Totals:	\$722,582.00	\$0.00	\$722,582.00	\$52,822.25	\$200.00	\$138,525.22	\$583,856.78	19%	\$665,837.62
Fund Totals: GF	\$0.00	\$0.00	\$0.00	(\$21,805.18)	(\$200.00)	\$350,038.29	(\$349,838.29)		\$799,100.85

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BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF DECEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of December 31, 2010.

Associated Bank and Chase Bank	\$69,295,170.15
Bank Mutual and Denmark State Bank	\$24,861,852.29
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$3,683,609.87
Emergency Fund	(\$253,177.73)
NSF Checks Redeposited	\$15,997.70
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$64,476.59)
UMR Sweep Account	(\$387,622.51)
Bank Error(s)	\$0.00
Total	\$97,151,353.18
Less Outstanding Checks	(\$750,870.18)
Other Reconcilable Items	\$0.00
Balance Per County	\$96,400,483.00

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of December 31, 2010.

	2009	2010
Year-to-Date Interest Received	\$2,315,485.59	\$1,368,741.83
Interest Received-Current Month	\$112,544.55	\$353,892.00
Year-to-Date Interest Unrestricted Funds	<u>\$2,428,030.14</u>	<u>\$1,722,633.83</u>
Working Capital Reserves Invested	\$139,383,525.65	\$92,442,206.18
Restricted Investments	\$10,873,517.59	\$27,451,699.76
Total Funds Invested	<u>\$150,257,043.24</u>	<u>\$119,893,905.94</u>
Certificates of Deposits	\$11,850,000.00	\$16,600,000.00
Treas-Gov't Agencies	\$41,062,890.57	\$40,211,884.27
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$97,344,152.67	\$63,082,021.67
Total	<u>\$150,257,043.24</u>	<u>\$119,893,905.94</u>

Rate of Return: 1.180% 1.275%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of December 31, 2010. Statement of Investments for the month of December have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County
Information Services
Budget Status Report
4/4/2011

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,131,982	\$ 1,166,527	103.05%
Fringe Benefits	\$ 447,890	\$ 516,158	115.24%
Operations & Maintenance	\$ 1,328,115	\$ 1,043,917	78.60%
Utilities	\$ 237,312	\$ 231,002	97.34%
Chargebacks	\$ 6,776	\$ 6,776	100.00%
Contracted Services	\$ 362,964	\$ 161,068	44.38%
Depreciation	\$ 903,864	\$ 772,642	85.48%
Outlay	\$ -	\$ -	-
Transfer Out	\$ 107,433	\$ 107,433	-
Charges for Sales and Service	\$ -	\$ 2,520	-
Miscellaneous Revenue	\$ -	\$ 11,292	-
Charges to County Departments	\$ 4,142,159	\$ 3,680,131	88.85%
Transfer In	\$ -	\$ 3,960	-

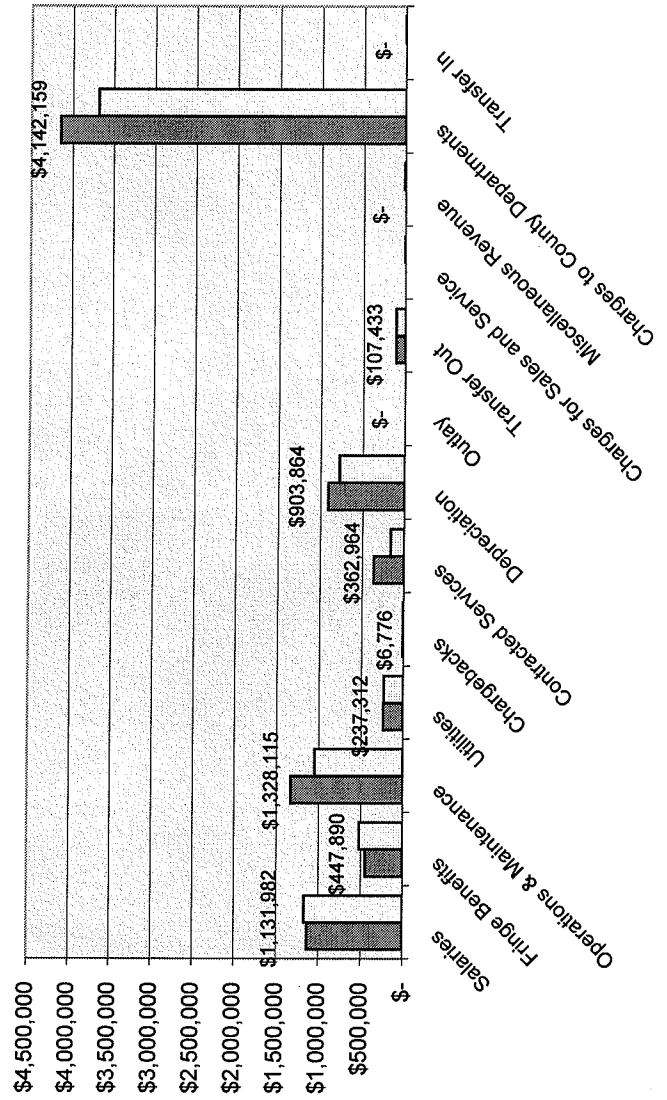
HIGHLIGHTS:

Expenses: Amended budget amounts were put into this month's report. The expense budget for 2010 is tracking nicely. Transfer Out is for the programmer/analyst wages for January and February 2010 as the position moved from Administration to Information Services. Allocated depreciation is \$502,263 in the 2010 budget. Unallocated depreciation is \$401,601 in the 2010 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In cost is maintenance costs paid for in 2009 and being transferred to 2010.

Information Services
December 31, 2010

■ Annual Amended Budget
□ YTD Actual



Brown County
Information Services
Budget Status Report
4/4/2011

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,172,684	\$ 68,643	5.85%
Fringe Benefits	\$ 539,499	\$ 32,921	6.10%
Operations & Maintenance	\$ 1,456,981	\$ 80,033	5.49%
Utilities	\$ 221,950	\$ 15,941	7.18%
Chargebacks	\$ 4,293	\$ 358	8.33%
Contracted Services	\$ 242,300	\$ 7,281	3.00%
Depreciation	\$ 922,064	\$ 42,627	4.62%
Outlay	\$ -	\$ -	-
Transfer Out	\$ -	\$ -	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,041,779	\$ 272,730	6.75%
Transfer In	\$ -	\$ -	-

HIGHLIGHTS:

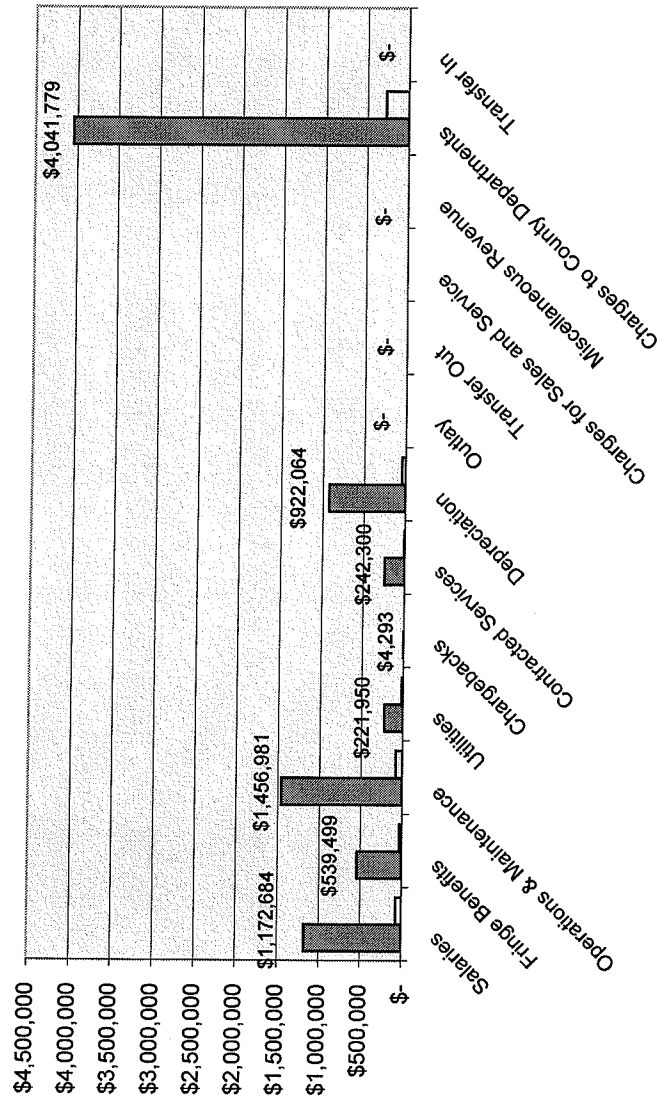
Expenses:

Allocated depreciation is \$474,120 in the 2011 budget.
 Unallocated depreciation is \$447,944 in the 2011 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses.

Information Services
January 31, 2011

■ Annual Amended Budget
 □ YTD Actual



Brown County
Information Services
Budget Status Report
4/4/2011

	Annual Amended Budget	YTD Actual	% of Budget
Salaries	\$ 1,172,684	\$ 162,286	13.84%
Fringe Benefits	\$ 539,499	\$ 76,879	14.25%
Operations & Maintenance	\$ 1,456,981	\$ 200,464	13.76%
Utilities	\$ 221,950	\$ 32,928	14.84%
Chargebacks	\$ 4,293	\$ 716	16.67%
Contracted Services	\$ 242,300	\$ 17,315	7.15%
Depreciation	\$ 922,064	\$ 85,253	9.25%
Outlay	\$ -	\$ -	-
Transfer Out	\$ -	\$ -	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,041,779	\$ 553,448	13.69%
Transfer In	\$ -	\$ -	-

HIGHLIGHTS:

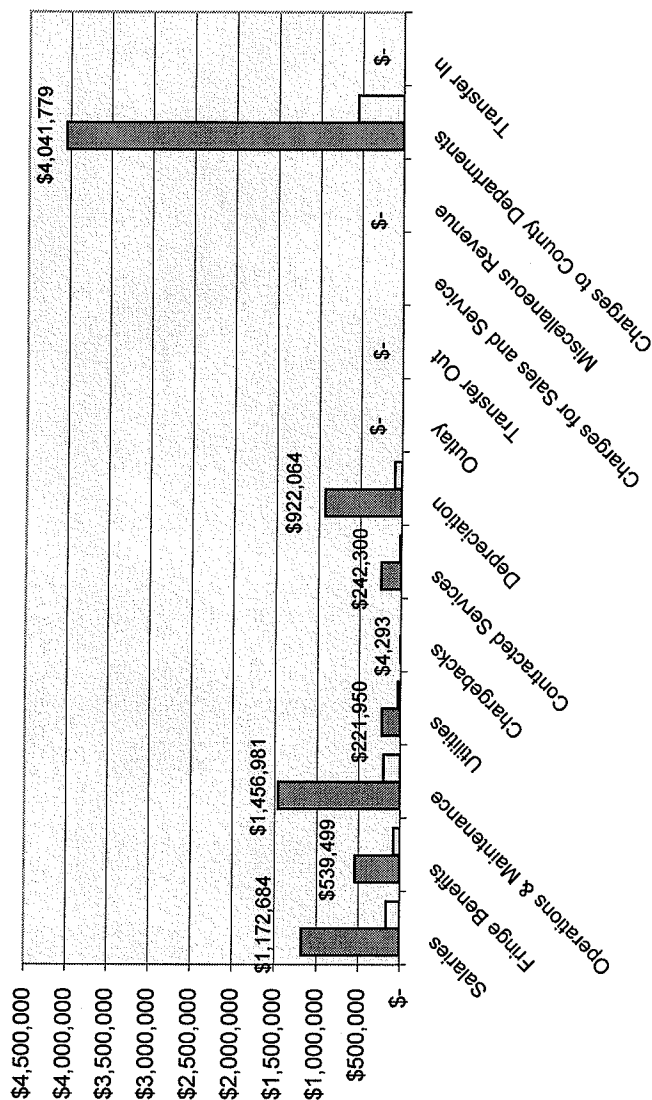
Expenses:

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 Unallocated depreciation is \$447,944 in the 2011 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses.

Information Services
February 28, 2011

■ Annual Amended Budget
 □ YTD Actual



Director's Report – April 28, 2011

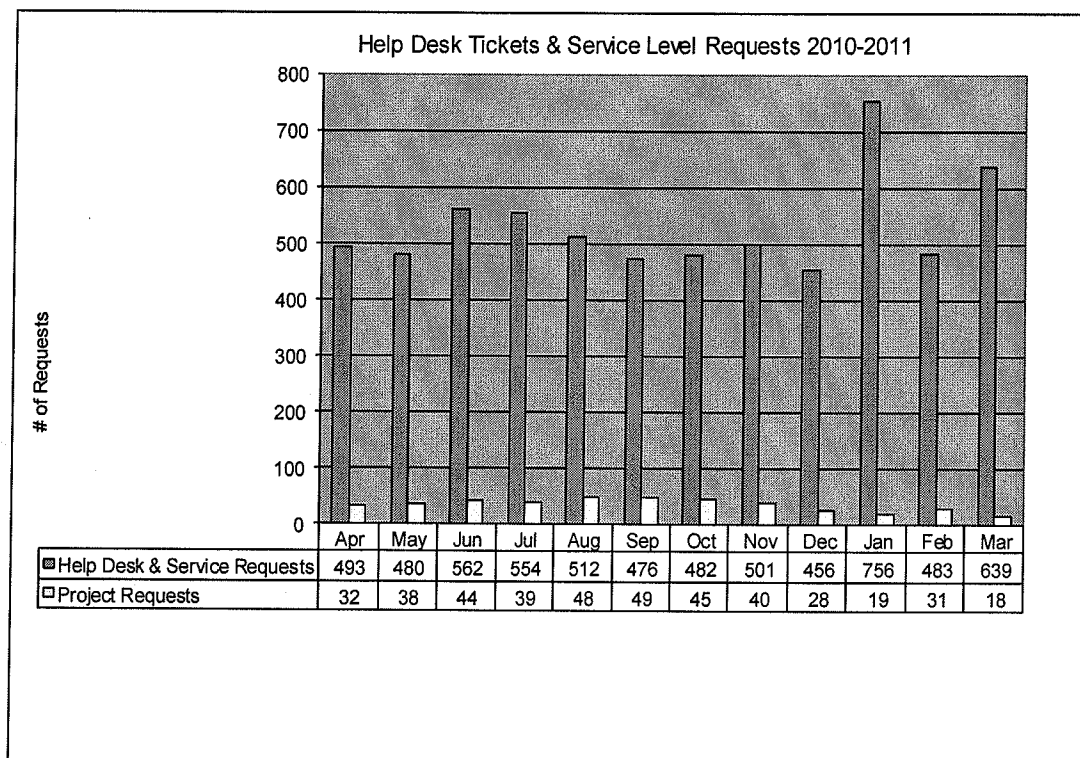
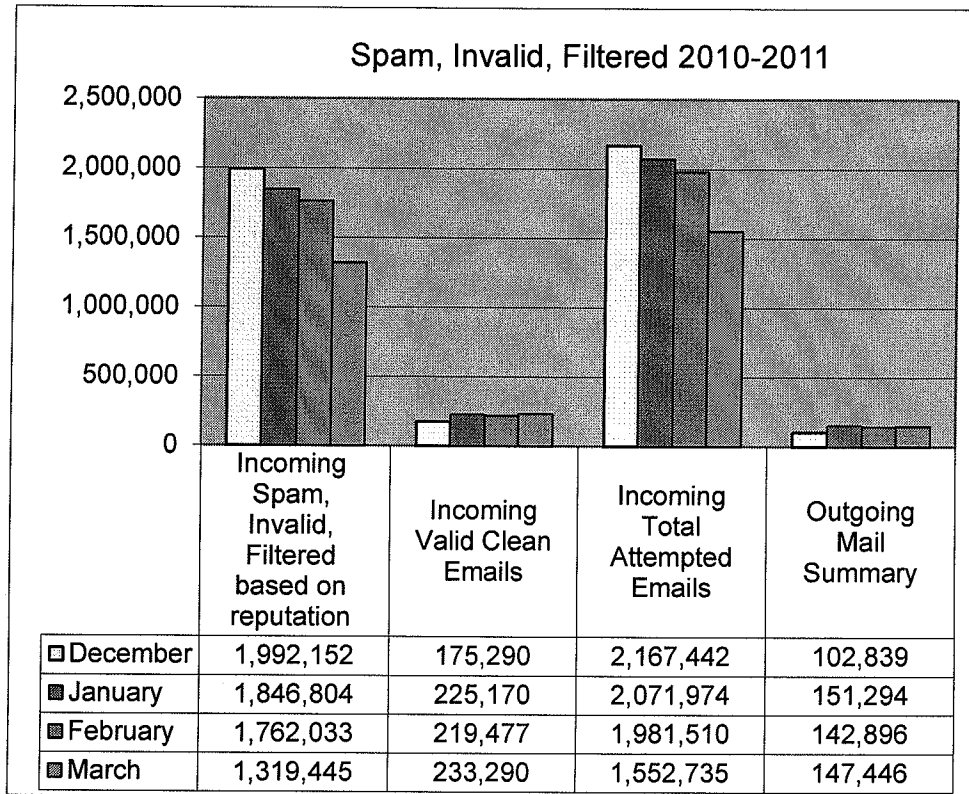
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been focused on.

Update on Current Technology Initiatives

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010/2011 technology initiative. As of this writing (4/18/11) the Courthouse is on schedule to convert to the new system on 4/20/11. Then all locations are complete.
- The new Internet Protocol (IP) based security camera system is very active with 70 new cameras replacing the Courthouse old analog cameras and old digital video recorders. There have also been 8 new IP cameras added in various Libraries. There are also 4 cameras installed and being tested at the Airport using high end video analytics software to alert questionable activity. This new IP based system eliminates the need for replacing or adding any digital video recorders.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for Payroll and Human Resources are currently on hold pending finalization on collective bargaining rights in the State budget. Expansion of the time and attendance software from Kronos is underway.
- The implementation of the new imaging system is underway in ADRC and Child Support. We will also migrate the New Zoo from an old version of the software to the new version. A workflow and template creation meeting took place for the ADRC on 4/18/11. Discussions are also underway how to best integrate imaging into the Human Services Electronic Medical Records (EMR) System.
- The new Human Services Electronic Medical Records (EMR) project is underway. The project kickoff meetings took place by the vendor NetSmart the week of March 28th.
- The new Sheriff's Department Law Enforcement Records Management System (LRMS) is underway. The software vendor ProPhoenix led the kickoff meeting on March 31st.

Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



Concerns

- PCI Compliance continues to be an area of non-compliance within Brown County. The Brown County Risk Manager has been assigned the responsibility of PCI compliance. The IS Dept is assisting the Risk Management Dept to mitigate the Payment Card Industry (PCI) risk and complexity in the various departments that accept credit cards.

Projects

- Brown County continues with five major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging and Electronic Medical Records (EMR) each of which is enough to strain any organization.
- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.
- There are major infrastructure implementations with the new VoIP phone system, Intranet, New Sheriff's Headquarters, Security Camera implementation, Video Conferencing in the Courthouse, rewiring of the Courthouse and replacing the hardware and software driving the County Board meetings.

I would be happy to address any questions regarding this report.

No specific action is being requested of the Administration Committee at this time.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 21, 2011
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

OTHERS PRESENT: Nikki Aderholdt, Robyn Hallet, Rob Strong, DonElla Payne, Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 21, 2011 meeting of the Brown County Housing Authority.

A motion was made by D. Hallet, seconded by T. Diedrick, to approve the minutes of the Brown County Housing Authority February 21, 2011, meeting. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

D. Payne stated that ICS received 282 preliminary applications in the month of February.

B. Housing Assistance Payments

D. Payne stated that the HAP expenses for February amounted to \$1,087,585.00.

C. Housing Assistance Unit Count

D. Payne indicated that the unit count for February was 2,866.

D. Housing Quality Standard Inspection Compliance

M. Roberts indicated that the inspection numbers for February are consistent with the numbers from January. The pass rating for first inspections was at 51.22 percent; re-inspections were at a pass rate of 22.65 percent; and the fail rate was at 26.13 percent, which is down slightly from January.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

D. Payne stated that voucher utilization is at 88 percent for the year. ICS received HAP in the amount of \$1,102,529. HAP utilization funding is at 98 percent, which is really good for the SEMAP score.

F. Portability Activity

D. Payne indicated that there were 55 port-outs in the month of February and 13 port-ins. D. Payne stated that ICS is still waiting on direction from HUD on how to handle the excessive amounts of port-outs. Brown County is not the only Housing Authority being affected by this issue.

G. SEMAP Monitoring Report

D. Payne stated that HAP utilization is at 98 percent, which is very good.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program

D. Payne indicated that for February, there were 125 clients on FSS, which is the most participation ICS has had since the program started. Thirty-six clients have an escrow account. There were no graduates for the month of February, and 12 new contracts began in February.

I. Report on the Housing Choice Voucher Home Ownership Option

D. Payne stated that there were 91 homeownership clients for the month of February.

J. VASH Reports

D. Payne indicated that there are still 11 participants in the VASH program. For the sake of clarification, R. Strong explained that the VASH program is a program exclusively for veterans and stands for Veterans Administration Supportive Housing.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne indicated that for February, there were 9 new investigations initiated; 2 investigations closed; and 10 remaining active. There were 109 new application processed and 36 records checks.

OLD BUSINESS:

3. Discussion and possible action regarding usage of BCHA's vehicle

R. Strong distributed a breakdown of City benefits to the BCHA. This breakdown illustrated several City services that the BCHA is benefiting from, the assessed cost of those services, and how those costs compare to the annual cost of the BCHA's Impala. Such services include parking, office space, front office clerical services, and executive director services.

R. Strong stated that the point is that both the BCHA and the City, primarily the Planning Department, benefit from each other, and that there is a great value to the BCHA retaining ownership of the Impala. Currently, priority is given to BCHA staff if there is a need for the vehicle. R. Strong indicated that while the vehicle is used, it isn't used similarly to when Keith Pamperin was employed. Keith Pamperin used to take the vehicle home after work and use it as his primary vehicle. While that option is available to the current housing administrator, Robyn Hallet, has chosen to use her own vehicle. R. Strong stated that if she should change her mind at any time, the option will still be available to her.

R. Aicher stated that he did not realize that the BCHA and its employees had all of these other benefits.

The report submitted by R. Strong was received and placed on file.

NEW BUSINESS:

4. Review and approval of revisions to Chapter 7 (Verification) of the Housing Choice Voucher Administrative Plan.

D. Payne indicated that EIV is the Enterprise Income Verification program that is implemented by HUD. With this program, there are many requirements and often many changes. ICS knew changes were coming. D. Payne stated that there are about two pages that need to be entirely removed from the administrative policy, which are in blue, and replaced with four new pages of language, which are in red; HUD has added a lot to EIV.

D. Payne specified that the added information includes Debts Owed to Public Housing Agencies and Terminations, Income Information, and Verification Reports. The Debts Owed section primarily allows Housing Authorities to view any debts owed by any applicant to another Housing Authority. Per regulations, an applicant is not eligible if he or she owes another Housing Authority money. Under Income Information, ICS has always utilized the Tenant Income Data report, but the new report is the New Hire. This report will display any new hires within the last three months and allow ICS to verify any unreported income. D. Payne stated that under Verification Reports, ICS now has access to Multiple Subsidy Reports, which indicates if tenants are receiving a subsidy in more than one household. This problem comes up most often with shared custody of children.

A motion was made by T. Diedrick, seconded by A. Hartman, to approve the proposed revisions to Chapter 7 (Verification) of the Housing Choice Voucher Administrative Plan. Motion carried.

INFORMATIONAL:

R. Strong stated that the former director of WHEDA, Antonio Riley, has become the regional director of HUD. R. Strong indicated that he had been talking to A. Riley about the BCHA's new project-based apartment complexes, and he is very interested in personally coming up to Brown County and talking to us about the program. R. Strong stated that the BCHA has submitted suggestions to HUD in the past and due to lack of response, assumed they have been denied. With an opportunity to sit down with A. Riley, the BCHA may be able to express these ideas with a better response.

R. Hallet stated that another informational piece involving Cardinal Capital is that they have invited the BCHA to have a tour of the new project-based buildings. The tour of the Trail Creek Apartments is scheduled to take place Thursday, March 24, at 4:00 pm. If any Commissioners are interested, they are welcome to join the tour.

BILLS:

R. Hallet indicated that while the Authority has a list of all of the bills, the accountant that prepares the checks was not in the office today so the checks are not available for signature. When they are prepared, the appropriate individuals will be contacted to sign them.

A motion was made by D. Hallet, seconded by R. Aicher, to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

5. Investments update

R. Hallet stated that at the last meeting, M. Schampers gave an update on what he found out in regards to investments and it was agreed he would come back to discuss investments further. However, M. Schampers is currently on paternity leave and will not be available to give further information at this time. This item has been postponed until M. Schampers is back in the office.

6. Update on Federal funding

R. Hallet indicated that staff wanted to fill the Authority in on budgetary items from the federal level. As can be imagined, every program is being scrutinized, and that does include the HCV program. R. Strong stated that staff is leaving this item on the agenda for a little while in case there are items that need to be brought up during the monthly meetings. There was a continued resolution that was issued that keeps the government running for an additional three weeks. R. Strong stated that thus far, the Housing Choice Voucher Program has been holding pretty well—not as bad as other programs, such as the CDBG and HOME programs. D. Payne stated that she has spent time talking to Caleb at the HUD Milwaukee Field Office, and the funding situation looks bleak. She passed out a handout demonstrating how the cuts could affect the HCV Program. D. Payne stated they are looking at a cut of between 42 and 90 percent to administrative fees and next year they will be looking at cutting the HAP funding. D. Payne said they are estimating that there will ultimately be at least a 10 to 15 percent cut. One of the major concerns is that whatever is cut will be retroactively prorated back to January of 2011. There is a good possibility that staff at the Field Offices will be laid off or forced to take furlough days. We also will not know about the FSS funding until they decide what to do about this budget. If the cuts are as big as anticipated, this will be a huge impact on BCHA and we will have to determine how to address it.

Staff will keep the Authority posted when more information is available.

7. Recognition of Paul Kendle's contributions to the BCHA

Paul Kendle joined the meeting. R. Hallet and the BCHA Commissioners presented P. Kendle with a plaque of recognition and thanks for his many years of dedication and contribution to the Brown County Housing Authority. P. Kendle was also presented with a plaque of recognition and a letter of thanks from the Brown County Executive, Tom Hinz.

P. Kendle thanked everyone, indicating he greatly enjoyed being a part of the Authority the last several years.

The meeting was adjourned at 3:50 pm.

rah:naa

HIGHLIGHTS:

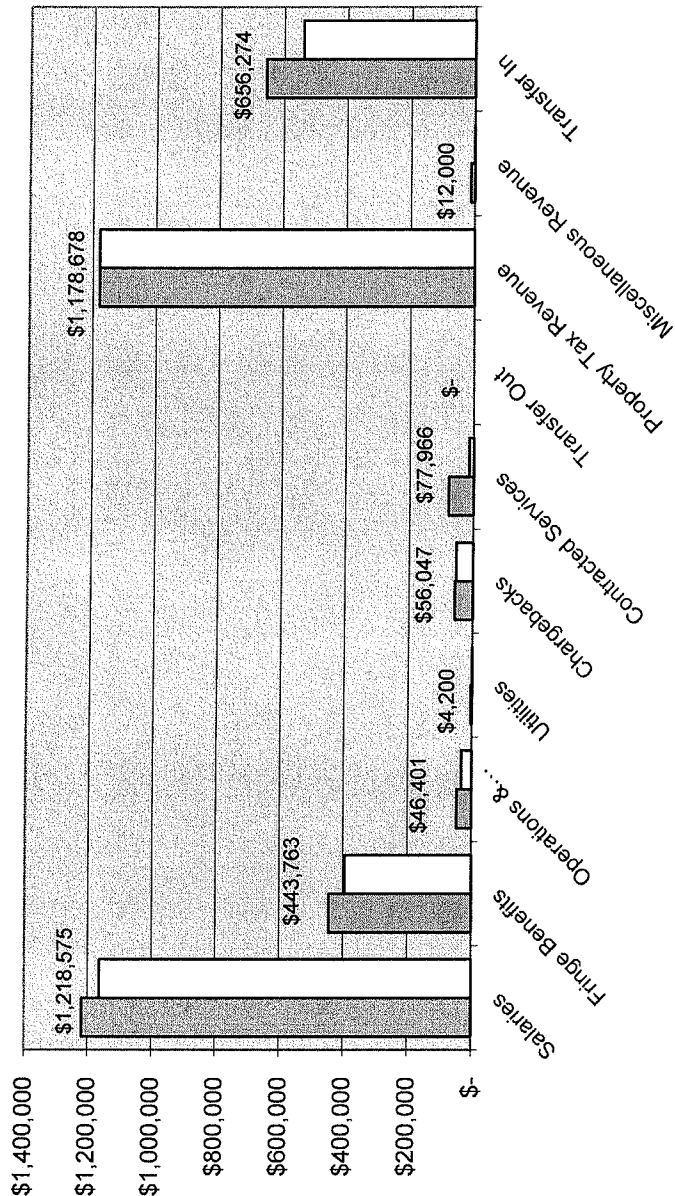
Expenses: Year to date savings in salaries and fringe of \$104,841 partially due to vacancies in the Finance Manager, Purchasing Manager and DOA positions. Savings being seen in utilities are a result of the new VoIP phones. Contracted services has funds for temporary replacement help for the system implementation that have not been expended.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,218,575	\$ 1,163,663	95.49%
Fringe Benefits	\$ 443,763	\$ 393,834	88.75%
Operations & Maintenance	\$ 46,401	\$ 31,369	67.61%
Utilities	\$ 4,200	\$ 990	23.58%
Chargebacks	\$ 56,047	\$ 52,089	92.94%
Contracted Services	\$ 77,966	\$ 14,158	18.16%
Transfer Out	\$ -	\$ -	0.00%
Property Tax Revenue	\$ 1,178,678	\$ 1,178,678	100.00%
Miscellaneous Revenue	\$ 12,000	\$ 120	1.00%
Transfer In	\$ 656,274	\$ 538,379	82.04%

Administration December 31, 2010

■ Annual Budget □ YTD Actual



HIGHLIGHTS:

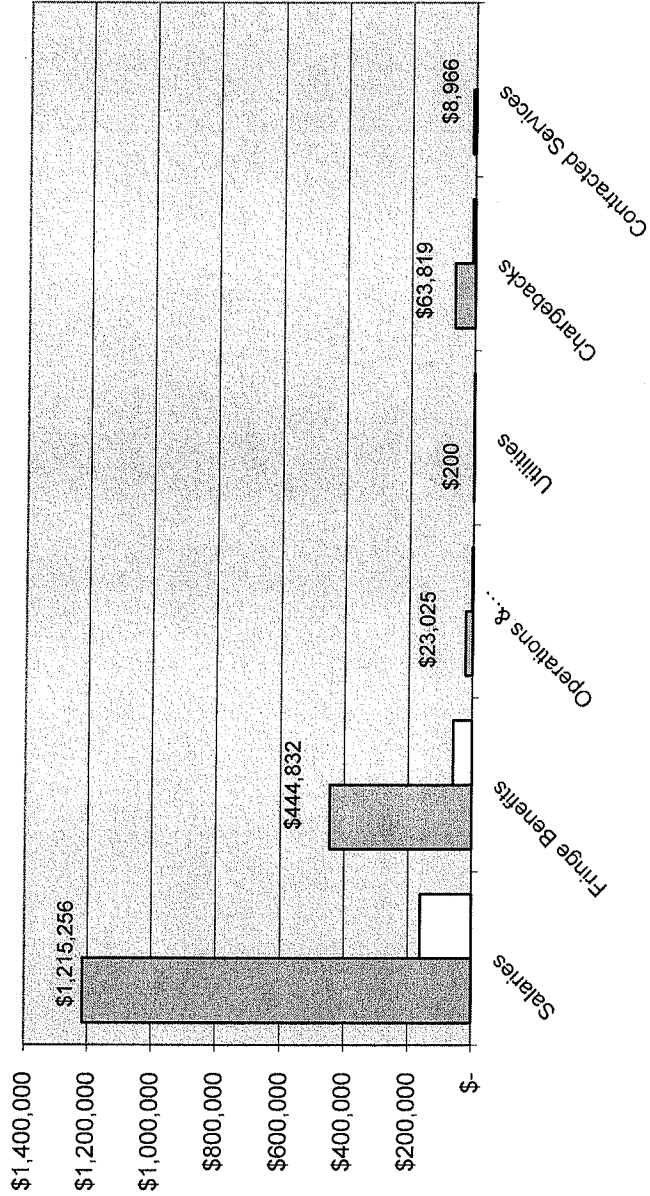
Expenses: Year to date savings in salaries and fringe of \$23,255 are due to a vacancies. Contracted services has funds for the Indirect Cost Plan which is payable in July.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,155,507	\$ 192,585	16.67%
Transfer In	\$ 600,591	\$ 76,843	12.79%
Salaries	\$ 1,215,256	\$ 160,751	13.23%
Fringe Benefits	\$ 444,832	\$ 59,330	13.34%
Operations & Maintenance	\$ 23,025	\$ 3,091	13.42%
Utilities	\$ 200	\$ 15	7.35%
Chargebacks	\$ 63,819	\$ 8,705	13.64%
Contracted Services	\$ 8,966	\$ -	0.00%

Administration February 28, 2011

■ Annual Budget □ YTD Actual



Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 12/31/2010

Department	Property Tax			Comments on Adjustments
	2010 Levy	Actual Need	Adjustments	
(Over) / Under				
under = savings				
Human Services				
Community Programs	19,036,027	17,912,915	1,123,112	Clients that were originally budgeted for levy were determined to be eligible for COP waiver funding. Additional case management revenue was recognized due to better utilization of case managers. Due to the uncertainty of the anticipated State budget and Family Care transition the balance will be retained.
Community Treatment Center	2,965,079	2,002,082	962,997	Additional hospital and nursing home revenue was recognized because actual client days were higher than anticipated. Savings were also recognized in chargebacks from Facilities and depreciation. Due to the uncertainty of the anticipated State budget the balance will be retained.
Health	2,075,508	2,052,615	22,893	Carryover request
Aging & Disability	918,128	918,128	-	
Syble Hopp	3,031,759	2,429,534	602,225	Balance is retained by Syble Hopp.
Total Human Services	28,026,501	25,315,274	2,711,227	
Planning, Development & Trans				
Land & Water Conservation	539,368	504,509	7,500	Savings in wages and fringe.
Planning, Prop Listing, Zoning	735,767	523,495	16,510	Savings have been recognized in wages and fringe. Additional revenue recognized in permits.
Register of Deeds	(392,902)	(400,461)	-	7,559
UW - Extension	430,477	442,327	-	(11,850)
Highway	386,448	378,171	8,277	Shortfalls of anticipated revenue occurred. Balance is retained in Highway Department.
Highway Capital Projects	1,287,889	(3,805,789)	5,093,678	Bond revenue will be retained in the Capital Projects Fund for funding of the projects.
Highway County Roads/Bridges	308,975	(510,577)	819,552	Amount petitioned for bridges is retained in the account. State aid received for maintenance and will be retained in the account for future road maintenance.
Total PD&T	3,296,022	(2,868,326)	5,945,517	218,831
Public Safety				
Circuit Courts	2,257,656	2,214,524	-	43,132
Clerk of Courts	1,230,267	1,223,062	-	7,205
Public Safety Communications	5,263,680	5,263,397	-	283
Medical Examiner	318,505	228,410	-	90,095
District Attorney	1,261,333	1,288,564	-	(27,231)
Sheriff	27,804,276	27,091,464	25,000	687,812
Total Public Safety	38,135,717	37,309,420	25,000	801,297
TOTALS	\$ 84,152,149	\$ 72,718,294	\$ 8,704,716	\$ 2,729,139

Financial Statement Results - Unaudited

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Total Public Safety	38,135,717	37,309,420	25,000	801,297
TOTALS	\$ 84,152,149	\$ 72,718,294	\$ 8,704,716	\$ 2,729,139

2011 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APRIL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
11-28	3/9/11	NEW Zoo	Allocation of \$1,500 donation from Thrivent to purchase an event tent.	5	Approved 3/17/11	Y		
11-29	3/9/11	NEW Zoo	Reimbursement of \$667 from Parks for faulty installation of lion enrichment item.	5	Approved 3/17/11	Y		
11-30	3/9/11	NEW Zoo	Allocation of \$500 donation from PCMC for special events.	5	Approved 3/17/11	Y		
11-31	3/16/11	Land and Water Conservation	Transfer of \$1,500 incorrectly budgeted in vehicle repairs to travel.	1	N/A	N	---	J1881 No actual
11-32	3/18/11	U.W. Extension	Allocation of \$5,300 from DNR to fund a Horticulture Project Coordinator.	5	Approved 3/22/11	Y		
11-33	3/18/11	U.W. Extension	Allocation of \$33,600 Got Dirt? Grant to fund a Communications Coordinator.	5	Approved 3/22/11	Y		
11-34	3/18/11	Public Safety – E. Mgmt	Allocation of \$53,800 Port Security pass through grant from the City of Green Bay to fund dive team equipment, EOC upgrades, etc.	5	Approved 3/22/11	Y		
11-35	3/21/11	Airport	Transfer of \$4,400 in budgeted outlay funds to equipment non-outlay for compliance upgrades to an existing vehicle fueling system.	2b	Approved 3/22/11	Y		
11-36	3/22/11	Administration	Transfer of \$150 to cover extra unanticipated phone expense for the remainder of 2011.	3a	Approved 3/31/11	N	---	J2276 No actual
11-37	3/30/11	Administration	2010 to 2011 Carryover funds.	3a	Approved 3/31/11	N	---	J2778 J2779
11-38	3/30/11	Public Safety – E. Mgmt	Allocation of \$83,255 OJA grant to purchase P25 compliant radios for City of DePere, Villages of Hobart, Denmark and Pulaski, and the Town of Wayside.	5	Approved 3/31/11	Y		
11-39	3/30/11	Sheriff	Transfer of \$26,110 from unneeded rent expense to purchase additional furnishings for the new Sheriff building.	1	N/A	N	---	
11-40	3/31/11	Sheriff	Reclassification of two grants from state to federal grant accounts.	1	N/A	N	---	
11-41	3/31/11	Facility and Park Mgmt	Allocation of \$62,637 insurance recovery and expenses for water and fire damage at the old MHC building.	5	Approved 4/6/11	Y		

5

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
11-42	4/4/11	Human Services & Sheriff	Transfer of \$7,000 from HS to Sheriff outlay to purchase a pre-owned vehicle for the fraud investigator.	4	Approved 4/6/11	Y		
11-43	4/5/11	Facility and Park Mgmt & Library	Allocation of expenses for several grant-funded Library energy projects.	5	Approved 4/6/11	Y		
11-44	4/6/11	Public Safety - E. Mgmt	Allocation of a \$7,435 HMEP grant to conduct a chemical rail transportation study.	5	Approved 4/6/11	Y		

2011 GRANT APPLICATION APPROVAL LOG
APRIL ADMINISTRATION COMMITTEE

SPACER BUDGET OR APP #	APP DATE	ARRA FUNDS?	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	APPLIED AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
11-06	3/16/11	No	PALS	Onsite Wastewater Treatment RLF	EPA	1,000,000	240,000	8/12-7/15	Funds would establish a revolving loan fund to pay for the replacement of failing private onsite wastewater treatment systems in Brown County.
11-07	4/30/11	No	Library	EPA Environmental Education Grant	EPA	50,000	12,500	9/11-9/13	Would fund phase 2 (educational phase) of the Kress Library's Center for Sustainable Learning project.
11-08	3/21/11	No	Port and Solid Waste	Renard Island Final Closure	USEPA	3,452,800	0	10/11-12/12	Funds would be used for final phase needed to "cap" Renard Island to protect human health and environment.

May 18, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

2010 BUDGET OVERDRAFT AND SHORTFALL APPROPRIATIONS

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2010, and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2010 departmental budget the following amount:

<u>Department</u>	<u>Amount</u>
District Attorney	\$27,231
UW-Extension	<u>11,850</u>
Total	\$39,081

Explanation of Shortfall by Department:

District Attorney	Over-expenditures occurred in wages and fringes. Turnover savings were not recognized.
UW-Extension	Shortfalls were recognized in anticipated donations.

Respectfully submitted,
ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	423.032.431.9003	Transfer out	69,408
<input type="checkbox"/>	<input checked="" type="checkbox"/>	423.032.431.5700	Contracted services	69,408
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.9002	Transfer in	69,408
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5100	Regular earnings	1,489
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5110.100	Fringe benefits	700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5103.000	Overtime earnings	3,690
<input checked="" type="checkbox"/>	<input type="checkbox"/>	710.022.001.5708	Professional services	63,529

Narrative Justification:

Transfer funds from Electronic Medical Records project to Information Services for reimbursement of salary and fringe for an Information Services programmer/analyst who has now been assigned as project manager and has received an increase in wages/fringes as a result. During the transition to project manager IS incurred overtime costs for additional time spent on the project and will be reimbursed by the project. IS will also need to increase professional services which will be used to backfill the programmer position. These costs will be offset by the transfer in from the project.

AUTHORIZATIONS

Robert J. Heumann
Signature of Department Head

Department: IS H/S

Date: 4/19/11

[Signature]
Signature of Executive

Date: 4/19/11

or
4/19/11

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600


ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

April 19, 2011

TO: Administration Committee

FROM: Ellen C. Sorensen 
Director of Administration

SUBJECT: April Director's Report

Financial System Implementation Project

The project currently consists of two active phases: Human Resources/Payroll (Logos) and Time and Attendance (Kronos). The Community Treatment Center (CTC) was the first department targeted for the time and attendance, and is now fully implemented with the Kronos solution for both timekeeping and the advanced scheduler. The Airport and Highway departments will be the next areas to implement Kronos. The sub teams have been formed and are currently mapping out the processes needed for the departments. Planning with the Highway Department will also include assistance from the project team with the implementation plan for the new cost accounting software needed for the tracking and billing of the construction projects. This new costing software will need to have system interfaces designed for both Kronos and Logos. In addition, the project team has completed the testing for the server upgrades for Logos. These new servers will be cut over to production by the end of April. Testing for the Kronos system upgrade will begin in May.

Finance & Accounting

Carryovers have been completed, and the process for closing and approving overdrawn accounts is moving forward. The CAFR (Comprehensive Annual Financial Report) is expected to be published in July.

2012 Budget

A series of department head meetings have been held to begin discussion of the 2012 budget and the associated challenges. The analysis of the effects of the Governor's budget is ongoing. If the proposed biennial budget stands as presented, Brown County will need to remain within the \$82 million operational levy for 2011 for the next two years.

Departmental Updates

PCI Compliance

Risk Management is currently working on a plan to move our merchant services program from Associated to U.S. Bank. The transaction fee from Associated is \$.10 compared to \$.03 from U.S. Bank. U.S. Bank also offers the profile manager feature which links a profile with a card number at the bank's location so no cardholder data is stored within our systems. This feature will bring us closer to compliance, especially for Port and Solid Waste and the Airport for hangar rentals.

April 19, 2011

Page 2

PCI Compliance (cont'd)

A meeting is scheduled with Information Services to move forward on some of the tasks identified for them within the policy.

The secure shred of stored cardholder and other sensitive information took place on April 6th. The vendor has signed the Business Associate Agreement recommended by Corporation Counsel.

LocalGovU Training

Through WMMIC, we were able to get an additional 155 free licenses for online training through LocalGovU. With the 107 licenses Brown County was assigned, 243 training courses have been assigned to employees. The training received very favorable reviews from the Highway department which used two of the training courses, Bloodborne Pathogens and Lockout/Tagout, as part of their training day. The Sheriff's department is currently previewing the Forklift Safety training to see if it meets their needs.

Insurance Updates/Renewals

The Professional Medical and Facility General Liability will be marketed this year since the County has been with ProAssurance for a number of years. Applications have all been submitted. Builders Risk was bound on the new Sheriff's building on Development Drive. Communication towers and "property in the open" for the Highway department have been added to our property insurance.

Procurement Cards

The P-Card program is up and running. Usage is increasing even though a few departments are having a difficult time making the change. We still see purchase orders for under \$100 which is not the best use of County money and resources. Purchasing will work with the departments to increase their comfort level with the P-Card and address issues that may be limiting their use.

If you have any questions, please feel free to contact me.

cc: Troy Streckenbach – County Executive

Brown County
Child Support
Budget Status Report

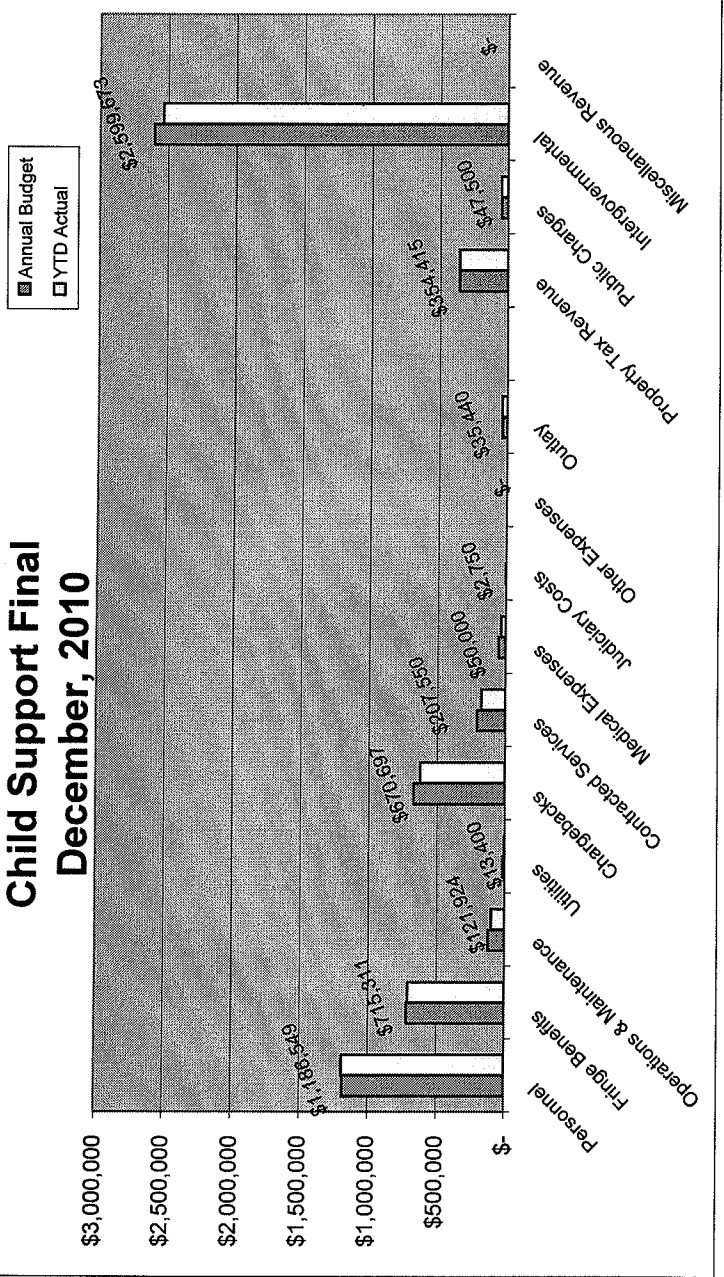
Final Dec, 2010

	Annual Budget	YTD Actual
Personnel	\$ 1,186,549	\$ 1,189,993
Fringe Benefits	\$ 715,311	\$ 708,824
Operations & Maintenance	\$ 121,924	\$ 97,444
Utilities	\$ 13,400	\$ 2,095
Chargebacks	\$ 670,697	\$ 623,338
Contracted Services	\$ 207,550	\$ 176,251
Medical Expenses	\$ 50,000	\$ 32,680
Judiciary Costs	\$ 2,750	\$ 290
Other Expenses	\$ -	\$ -
Outlay	\$ 35,440	\$ 36,255
Property Tax Revenue	\$ 354,415	\$ 354,415
Public Charges	\$ 47,500	\$ 46,851
Intergovernmental	\$ 2,599,673	\$ 2,533,821
Miscellaneous Revenue	\$ -	\$ -

HIGHLIGHTS:

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

**Child Support Final
December, 2010**



CSA Final December 2010 Summary Budget Report

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 210 Child Support									
Revenue									
PTX - Property taxes	\$354,415.00	\$0.00	\$354,415.00	\$29,534.62		\$0.00	\$0.00	100%	\$436,792.00
IGV - Intergovernmental	\$2,461,527.00	\$138,146.00	\$2,599,673.00	\$165,369.06		\$0.00	\$0.00	97%	\$2,262,765.79
CSS - Charges for sales and services	\$47,500.00	\$0.00	\$47,500.00	\$5,448.49		\$0.00	\$0.00	99%	\$53,836.59
ICS - Intergovernmental charges for services	\$0.00	\$0.00	\$0.00	\$954.08		\$0.00	\$0.00	+++	\$0.00
MRV - Miscellaneous revenue	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$16.00
TRI - Transfer in	\$0.00	\$6,704.00	\$6,704.00	\$6,704.00		\$0.00	\$0.00	100%	\$5,403.00
Revenue Totals	\$2,863,442.00	\$144,850.00	\$3,008,292.00	\$208,010.25		\$0.00	\$0.00	98%	\$2,758,813.38
Expense									
PER - Personnel services	\$1,156,208.00	\$30,341.00	\$1,186,549.00	\$129,837.08		\$0.00	\$0.00	100%	\$1,121,666.82
FBT - Fringe benefits and taxes	\$711,743.00	\$3,568.00	\$715,311.00	\$75,763.12		\$0.00	\$0.00	99%	\$664,225.13
OPM - Operations and maintenance	\$76,860.00	\$44,736.00	\$121,596.00	(\$2,820.34)		\$0.00	\$0.00	80%	\$51,595.74
UTL - Utilities	\$13,400.00	\$0.00	\$13,400.00	\$5.89		\$0.00	\$0.00	16%	\$10,111.28
CHG - Chargebacks	\$662,431.00	\$8,266.00	\$670,697.00	\$50,506.80		\$0.00	\$0.00	93%	\$759,580.68
CON - Contracted services	\$190,050.00	\$17,500.00	\$207,550.00	\$3,317.19		\$0.00	\$0.00	85%	\$44,246.76
MED - Medical expenses	\$50,000.00	\$0.00	\$50,000.00	\$2,883.50		\$0.00	\$0.00	65%	\$47,195.20
JUD - Judiciary Costs	\$2,750.00	\$0.00	\$2,750.00	\$90.00		\$0.00	\$0.00	11%	\$3,176.25
OTH - Other	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$4,946.61
OUT - Outlay	\$0.00	\$35,440.00	\$35,440.00	\$1,200.00		\$0.00	\$0.00	102%	\$0.00
TRO - Transfer out	\$0.00	\$4,999.00	\$4,999.00	\$70,040.11		\$0.00	\$0.00	1,401%	\$52,068.91
Revenue Totals:	\$2,863,442.00	\$144,850.00	\$3,008,292.00	\$208,010.25		\$0.00	\$0.00	98%	\$2,758,813.38
Expenditure Totals:	\$2,863,442.00	\$144,850.00	\$3,008,292.00	\$330,823.35		\$0.00	\$0.00	98%	\$2,758,813.38
Fund Totals: Child Support	\$0.00	\$0.00	\$0.00	(\$122,813.10)		\$0.00	\$5,563.92		\$0.00

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CSA Final December 2010 Summary Budget Report

Summary - through 12/31/2010

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Revenue Grand Totals:	\$2,863,442.00	\$144,850.00	\$3,008,292.00	\$208,010.25	\$0.00	\$2,942,778.06	\$0.00	\$65,513.94	98%	\$2,758,813.38
Expenditure Grand Totals:	\$2,863,442.00	\$144,850.00	\$3,008,292.00	\$330,823.35	\$0.00	\$2,937,214.14	\$0.00	\$71,077.86	98%	\$2,758,813.38
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$122,813.10)	\$0.00	\$5,563.92	\$0.00	(\$5,563.92)		\$0.00

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Brown County
Child Support
Budget Status Report

Year to Date March, 2011

Annual
Budget

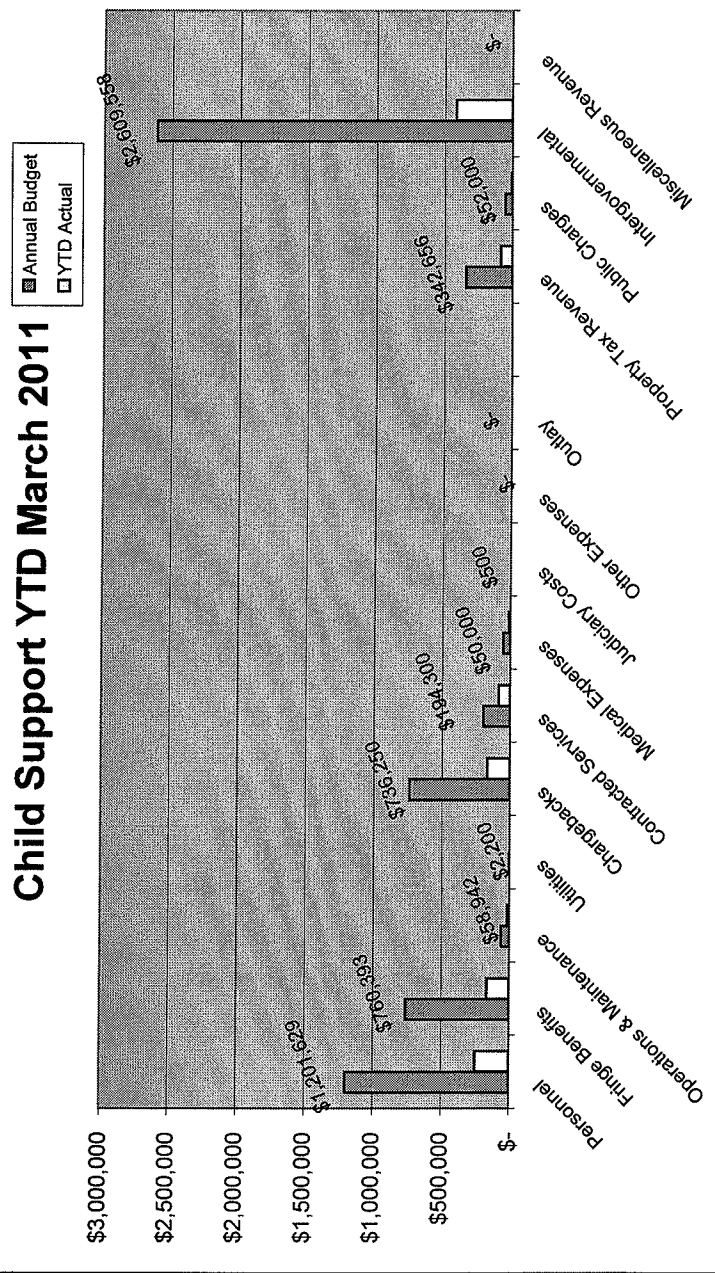
YTD
Actual

Personnel	\$ 1,201,629	\$ 249,758
Fringe Benefits	\$ 760,393	\$ 164,171
Operations & Maintenance	\$ 58,942	\$ 15,798
Utilities	\$ 2,200	\$ 590
Chargebacks	\$ 736,250	\$ 164,499
Contracted Services	\$ 194,300	\$ 83,340
Medical Expenses	\$ 50,000	\$ 8,506
Judiciary Costs	\$ 500	\$ 285
Other Expenses	\$ -	\$ -
Outlay	\$ -	\$ -
Property Tax Revenue	\$ 342,656	\$ 85,664
Public Charges	\$ 52,000	\$ 6,241
Intergovernmental	\$ 2,609,558	\$ 416,634
Miscellaneous Revenue	\$ -	\$ -

HIGHLIGHTS:

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

Child Support YTD March 2011



PRODUCTION *Brown Co* PRODUCTION

CSA March 2011 Summary Budget Report

Summary - through 3/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund: 210 Child Support									
Revenue									
PTX - Property taxes	\$342,656.00	\$0.00	\$342,656.00	\$28,554.67	\$0.00	\$28,554.67	\$256,991.99	25%	\$88,603.74
IGV - Intergovernmental	\$2,609,558.00	\$0.00	\$2,609,558.00	\$151,663.56	\$0.00	\$151,663.56	\$2,192,923.13	16%	\$576,976.56
CSS - Charges for sales and services	\$52,000.00	\$0.00	\$52,000.00	\$3,069.53	\$0.00	\$3,069.53	\$45,758.01	12%	\$10,987.31
ICS - Intergovernmental charges for services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,297.00)	+++	\$0.00
MRV - Miscellaneous revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16.00)	+++	\$0.00
TRI - Transfer in	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals	\$3,004,214.00	\$0.00	\$3,004,214.00	\$183,287.76	\$0.00	\$183,287.76	\$2,492,360.13	17%	\$676,567.61
Expense									
PER - Personnel services	\$1,201,629.00	\$0.00	\$1,201,629.00	\$90,080.51	\$0.00	\$90,080.51	\$951,870.10	21%	\$250,400.18
FBT - Fringe benefits and taxes	\$760,393.00	\$0.00	\$760,393.00	\$59,420.29	\$0.00	\$59,420.29	\$596,221.41	22%	\$169,762.18
OPM - Operations and maintenance	\$58,942.00	\$0.00	\$58,942.00	\$6,702.62	\$0.00	\$6,702.62	\$43,143.77	27%	\$27,173.11
UTL - Utilities	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$1,609.58	27%	\$1,399.59
CHG - Chargebacks	\$736,250.00	\$0.00	\$736,250.00	\$57,290.73	\$0.00	\$57,290.73	\$571,750.08	22%	\$119,750.08
CON - Contracted services	\$194,300.00	\$0.00	\$194,300.00	\$40,270.31	\$0.00	\$40,270.31	\$110,959.85	43%	\$67,033.43
MED - Medical expenses	\$50,000.00	\$0.00	\$50,000.00	\$2,545.00	\$0.00	\$2,545.00	\$41,494.00	17%	\$8,770.00
JUD - Judiciary Costs	\$500.00	\$0.00	\$500.00	\$105.00	\$0.00	\$105.00	\$215.00	57%	\$90.00
OTH - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OUT - Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$5,482.00
TRO - Transfer out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Revenue Totals:	\$3,004,214.00	\$0.00	\$3,004,214.00	\$183,287.76	\$0.00	\$183,287.76	\$2,492,360.13	17%	\$676,567.61
Expenditure Totals:	\$3,004,214.00	\$0.00	\$3,004,214.00	\$256,414.46	\$0.00	\$256,414.46	\$2,317,263.79	23%	\$649,860.57
Fund Totals: Child Support	\$0.00	\$0.00	\$0.00	(\$73,126.70)	\$0.00	(\$73,126.70)	\$175,096.34		\$26,707.04

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CSA March 2011 Summary Budget Report

Summary - through 3/31/2011

Prior Fiscal Year Activity Included

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Revenue Grand Totals:	\$3,004,214.00	\$0.00	\$3,004,214.00	\$183,287.76	\$0.00	\$511,853.87	\$2,492,360.13	17%	\$676,567.61
Expenditure Grand Totals:	\$3,004,214.00	\$0.00	\$3,004,214.00	\$256,414.46	\$0.00	\$686,950.21	\$2,317,263.79	23%	\$649,860.57
Grand Totals:	\$0.00	\$0.00	\$0.00	(\$73,126.70)	\$0.00	(\$175,096.34)	\$175,096.34		\$26,707.04

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